

BRITISH AIKIDO BOARD

MINUTES OF EXECUTIVE MEETING ON 13 SEPTEMBER 2008 HELD AT HILTON NEWBURY NORTH HOTEL

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| PRESENT: | V. Sumpter | (Chairman) |
| | K Holland | (Vice Chairman) |
| | Mrs S D Timms | (Secretary) |
| | P. Cooke | (Finance Officer) |
| | G. Cooke | (Coaching Admin Officer) |
| | T. Bayliss | (Clubmark/Membership Officer) |
| | S. Billett | Association Principal/Webmaster |
| APOLIGIES | F.Burlingham | (Coach Development Officer) |
| | P.Benge | Association Principal |

1. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

Re Agenda Item 8 – Competitions Policy. The Chairman advised the Committee that, despite hastening L. Hepden, he was still awaiting a copy of the BAA Competitions Policy.

Action: Chairman

Re Agenda Item 13 – AOB (re: Patrons). The Chairman pointed out that some information had been omitted. For Vanda Fairchild the Minutes should read that she was the 1992 Female Gladiators champion, and for David Fielding the Minutes should read that he was also 9 times aikido competition world champion.

All other matters arising are covered in the Agenda items listed for this meeting.

2. CCPR IMPACT & IMPROVEMENT FUNDING

The Chairman reminded the Executive members that, where work had been done or was in the pipeline to be done on CCPR grant aid projects, they should submit reports and expenditure for inclusion in the Chairman's September return to CCPR.

Action: Executive members

The Secretary advised that only one payment had been received from CCPR for 2007, and that the funding approved for the second application to CCPR was still awaited.

Action: Chairman

3. GOVERNANCE AUDIT: AIKIDO DEVELOPMENT PLAN

The Vice-Chairman outlined the response from KKP regarding the Chairman's letter of 9 July which sought help from KKP on drafting an Aikido Development Plan and associated policies. In order to get best value from KKP (within the grant aid budget) it was agreed that the Vice-Chairman should write to John Eady of KKP to arrange a meeting to clarify and agree "work to be done".

Post-Meeting Note: Letter sent by e-mail on 14 Sep

Aikido Youth Programme.

P.Benge advised that marketing clubs is by far the best way to encourage young people to join. He recommended encouraging current young club members to invite a friend along and offer a free lesson. Additionally, it was worth contacting local schools and giving talks on Aikido during Assembly time for junior schools and arranging short “taster” courses for teenagers. After-school clubs could also be advantageous to increase youth participation.

Non-BAB Affiliated Aikido Groups.

P Benge reported that he had currently located 15 groups that are not connected with the BAB. The “finding” exercise was time-consuming as once you have located a club you have to trawl through many web pages and links looking for any BAB or BAB Association reference.

EC Members' Job Description and Person Specifications.

The Chairman reported that JD&PSs for all EC Member posts had now been completed. The EC agreed that these should be published on the BAB website.

Action: Webmaster

Advertising of the 4 General Member Elected EC Posts.

In response to requests for nominations to fill an additional 4 elected posts on the EC, the Secretary confirmed that only 2 applications had been received. They were from Grev Cooke (appointed CLO) and Terry Bayliss (appointed Clubmark/Membership Officer). The Chairman agreed to propose these for acceptance at the next GM.

Action: Secretary

Membership Review.

The Vice-Chairman explained that the recent corporate governance exercise had raised a number of key membership issues, on which the Board agreed members should be consulted. He had therefore written to all Heads of Associations seeking their views and inviting them or their representative to be part of a small working group to discuss some of these key issues. The Vice-Chairman briefed the Executive on the responses he had received and submitted a report on the conclusions he had drawn from them. **The findings, approved by the EC, are attached as part of these Minutes. The report will also be circulated with the Agenda for the GM on 4 October.**

Action: Secretary

4. BINGOLOTTO

The Chairman informed the Executive Committee that the BAB had received a cheque for £1022.29p from the Head of Services at CCPR; this represented our share of the proceeds from the BingoLotto ‘pilot’ TV run earlier this year.

The Chairman explained that in order to receive this funding the BAB had been required to participate in the London launch of BingoLotto and, later, to indicate how the BAB would use any funds allocated in the share-out. The BAB representative at the London launch was a member of the BAA Tomiki Aikido National Competition Squad and it was agreed that the CCPR BingoLotto grant would be split 50/50 as follows:

Half for the British Aikido Board as a whole, to assist in:

- The expenses of promoting a nationally recognised Coaching Scheme
- Organising and staging an annual National BAB Course

- Promoting ClubMark registration
- Supporting initiatives to encourage the teaching of Aikido in schools

Half for the BAA National Competition Squad, to assist with:

- The promotion of National Squad training sessions
- The entry fees/flights/accommodation for the National Team members at the forthcoming 2009 World Games being held in Kyoto, Japan

5. MEMBERSHIP

Furo Ryu.

The Chairman reported that Furo Ryu Aikido had resigned from the BAB. This was in response to the Chairman formally reminding the Principal Furo Ryu that his instructors required a BAB CRB check if they were teaching under-18s. Furo Ryu was unwilling to comply with this policy.

Breakaway Groups.

P. Cooke reported that a group within his Association had given notice to join the BAB independent of "Aikido For Daily Life". The question of insurance cover was raised and it was agreed that when a group intends to leave a Member Association, they should apply to the Board's Membership Officer for joining instructions simultaneously with giving notice to their present Association Principal, in order for any current student (PA) and Instructor (PI) insurance cover to remain valid under the BAB-Perkins Slade agreement.

Action: All Associations and their members

Kobukan Aikido Association.

T. Bayliss reported that he had contacted Kobukan Aikido Association regarding their low membership numbers. The group indicated that they wished to remain in membership of the BAB but were presently having difficulty increasing membership. The Executive agreed that, given the BAB was presently reviewing its Membership policy (*see Agenda Item 3 above*) no action should be taken at this time to change the Association's membership status.

6. CHILD PROTECTION – Heads of Association Workshop – 6 September 2008

The Chairman advised the meeting that 24 Associations were represented at the workshop. Of the 11 Associations not represented, 8 gave apologies (half of which do not have under 18s in membership), and 3 Associations did not respond in any way to the Chairman's letters or e-mails on the subject.

Although the day highlighted the need for the BAB to have a sound Child Safeguarding and Protection policy, and was well-received by the majority of those present, post-meeting feedback to the Chairman indicates that it is debateable whether the stated aims of the workshop had been met. It was felt that too much time was spent on giving an overview of the NSPCC(CPSU) role in implementing CP best practice to meet the Government's policy and guidelines, and in discussing "case-studies". Additionally, the delegates were reminded that we [the Board] having been awarded the CPSU/Sport England Bronze standard last year, now needed to achieve Silver standard within the next 12 months (???!!).

This was not an aim or stated function of the workshop. The Chairman had marketed the meeting to Heads of Associations as a workshop to address strategic policy issues with a view

to making fundamental decisions on future BAB CP policy. In line with the feedback received post-meeting, the Chairman stated that much of the discussion and “apparent” decisions made were more descriptive of a Working or Steering Group. In essence, the workshop seemed to cover both specific and broadbrush topics but there was no direction on how to turn it into an implementation plan.

The Vice-Chairman indicated that it was important for the Board to identify:

- what must we do to comply with all CP legislation,
- what we should be doing as best practice, and
- what are our immediate – essential – priorities, and secondary desirable priorities.

The Chairman agreed to put these questions to the BAB Child Safeguarding Officer.

Action: Chairman

Next Steps

- To put some of the “decisions” of the Workshop to the GM in order that the Child Safeguarding & Protection Officer can start work on revising the BAB CP policy.
- The Chairman to approach the British Judo Association to ask permission to use their CP policy as a basis for a revised BAB CP policy.

Post-Meeting Note: BJA Approval to use their CP Policy given by e-mail on 16 Sep

7. INSURANCE

Training Mats.

The Secretary reported that she had received an enquiry regarding insurance for the storage of training mats. Perkins Slade had advised her 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. Perkins Slade are looking into providing insurance to cover mats and equipment.

Action: Secretary

Indemnity Cover.

David Fieldhouse, Perkins Slade advised the Chairman that the level of Professional Indemnity Insurance for Board and Association officers, Club Instructors and Member-to-Member cover should be increased to £10m. The cost for this uplift will be negotiated during the end-of-year/new year insurance policy review.

Action: Secretary

Refund of Insurance Premiums.

With regard to the resignation of Furo Ryu from the BAB, the Chairman had contacted Perkins Slade to enquire whether partial refunds of PA and PI insurance premiums would be appropriate. David Fieldhouse of Perkins Slade had replied that, as the BAB insurance was negotiated on an annual “block payment” basis, no refund was appropriate by the Brokers.

Insurance Cover for New Students/First Practises.

The Chairman informed the Executive Committee that a question had been asked by a Member Association seeking clarification of the PA/Member-to-Member insured status of new students to Clubs who wished to participate in a Club training session but were understandably reluctant to commit to an Association’s full membership costs until they had participated in one or two training sessions. The Chairman had replied confirming that when a student fills out a membership application form to join a Club [and thus an Association] and

pays a membership fee, the student is immediately covered under the BAB-Perkins Slade PA insurance scheme.

The student has, of course to appear on the Association's registration certificate "end of month" list [return] that is submitted to the BAB Secretary by Association Registrars, showing the certificate number issued in the student's name. Payment of the £1.40 PA insurance fee at the first practice would, of course, cover this as it is an Association decision on when full "membership" fees are due/paid by new students. If a student – or Club Instructor - wanted "belt and braces" on this, then the Club could issue the student with a receipt for the PA fee.

The Chairman explained that what is not acceptable is that, for instance, if the student comes to practice on the 25th of [say] July and the Club accepts his money but the student doesn't appear on the end of month return until end of the next month [in this case, August] then, technically, Perkins Slade may and could say he was not covered for July if the student submitted a claim for injury in that first month.

The BAB has "block" insurance with Perkins Slade so the money that an Association sends to the BAB Secretary for PA insurance goes into the BAB bank account. Perkins Slade rely solely on the integrity of the BAB's Monthly returns that Associations send to the BAB Secretary.

The point was raised that many Clubs and Associations believed that all new students had a month's grace on paying for PA insurance. The Chairman reminded the EC that there is nothing in the Insurance guidelines to support this statement. Moreover, it was dangerous to assume that an insurance company would willingly pay for damages where it could be shown that no premium had been paid for cover. **The safest option is for ALL students at first practice to be covered under PA/Member-to-Member insurance by adding them to that month's Association PA Registration return to the BAB Secretary.**

Action: All Members

Submission of Monthly PA Returns

The Secretary pointed out that some Association Registrars were not submitting "monthly" insurance returns, but sending them in periodically, covering 2-3 months at a time.

Association Registrars are reminded that the integrity of the BAB-Perkins Slade insurance relationship can be put at risk if the policy of submitting monthly returns is not adhered to.

Association Registrars are required to submit a PA Certificate Return each month – where no new certificates have been issued in a month, the return is still required but is submitted as a "NIL-Return". The Secretary will be writing to Registrars drawing this to their attention.

Action: All Members & Secretary

Organised Club Activities Outside "Aikido"

The Chairman informed the meeting that he had been apprised of an event whereby a Member Club had organised an "outing" for the juniors in the Club. That is to say, parents were leaving their offspring with Club members for the duration of the "outing". The Chairman indicated that whilst the thought behind the event was meritorious, he felt duty bound to point out that "organisers" of such events should bear in mind that, the activity was not and could not be deemed to be an aikido "event" under the terms of our insurance policy with Perkins Slade. **Such events should therefore not be promoted as a BAB/Association/Club aikido- sanctioned activity.**

Action: All Members

8. COACHING

Grev Cooke advised the meeting that all coaching information is now on the BAB website.

The Committee agreed that replacement Coaching Certificates would no longer be re-issued free of charge; in future, a fee of £5.00 would be charged for each replacement certificate.

Action: All Members

The Vice-Chairman commented that coaching qualifications should be an Agenda item for next GM.

Action: Secretary

9. CLUBMARK

T. Bayliss advised that 16 people had applied to attend the Assessors Course on 20 September. 3 clubs have applied for Clubmark and arrangements are in hand to register these with the National Clubmark Officer for Sport England

T. Bayliss mentioned that he had to hire a projector for the Assessors Meeting at a cost of £90.00. P. Cooke suggested that the BAB should purchase a projector and this was agreed.

Action: Finance Officer

10. WEBSITE UPDATE

S. Billett reported that there was now a facility on the website for Associations to be able to do their own updates on listed Club information. The Secretary was requested to send out letters to Members advising “passwords” to access the facility, and requesting e-mail addresses of Clubs. The Secretary was also asked to include a request for “profiles” of Heads of Association to be supplied for inclusion on the website.

Action: Secretary

11. NATIONAL COURSE

K. Holland reported that he was disappointed that only 29 pre-registrations had been received. All other arrangements for 27 September were now in place.

12. ANY OTHER BUSINESS

There were no items for reporting under AOB.

Attachment:

1. BAB Membership Review Issues – EC Report of 13 September 2008

BRITISH AIKIDO BOARD – MEMBERSHIP REVIEW ISSUES
REPORT FROM EXECUTIVE COMMITTEE MEETING OF 13th SEPTEMBER 2008

The recent corporate governance exercise raised a number of key membership issues, on which the Board agreed members should be consulted. The Vice-Chairman wrote to all Heads of Associations seeking their views and inviting them or their representative to be part of a small working group to discuss some of these key issues. 11 responses were received, plus a number of supporting phone calls, but unfortunately there were no offers to be directly involved in the suggested working groups. Although not everyone addressed all the issues, it was encouraging to note that there was general unanimity regarding key issues.

The Committee have now considered the findings of this review and their recommendations are set out below.

1. Current Requirements for Membership

There was a strong consensus that more needed to be done to facilitate the access of small groups into membership but only 2 Heads actually considered the existing requirement of 100 needed to be reduced. Given that the objective of the Board is to make itself as inclusive as possible, then achieving this through full membership being open to very small organisations could ultimately mean that the main Board comprised of say 100 plus member Associations which would be totally unwieldy. As a result of this plus other operational/practical/administrative reasons the Committee supported the general view that whilst the exact figure is somewhat arbitrary it must be substantial enough to be meaningful, and show that the applying Association is of sufficient standing to justify full membership.

RECOMMENDATION: that, in the light of the proposal set out regarding an Umbrella organization, no change be made to the existing requirement for new Board Members to have a minimum of 100 registered students.

2. Establishment of an Umbrella Organisation

The object of this proposal is in response to the strongly supported view that we facilitate smaller clubs joining the NGB. By using this route rather than simply reducing the entry level we maintain a workable and democratic Board, and do not run the risk of watering down standards or giving out “false credibility”

The proposed format for an Umbrella organisation would be:

- smaller organisations (subject to a minimum membership) could apply to the BAB in the normal way.
- if they meet all the requirements they would become "Licentiate Members"
- They would receive the benefits of a full member, excepting that they would be non voting.
- Each organization would be required to nominate officers for key contact positions such as CPO, DPO, CLO etc, but as their workload would be much less than for say a multi club Association, one officer may fulfill a number of these roles.
- The Secretary would act as the Administrator, for the Umbrella organisation, primarily to ensure that they received all relevant information, act as intermediary for processing insurances etc.
- The Board would seek to promote within such organisations cross information both to attract like minded groups to be able to "connect" and perhaps ultimately join together

to form a new Association and also information on existing Associations so that in their own time they might join one of them.

- The Annual Licentiate Fee would be £100 per organization regardless of size.
- For administrative purposes this would be known as the Membership Umbrella
- This would require an amendment to the Constitution.

RECOMMENDATION: that the creation of a licentiate scheme operating under a Membership Umbrella, as set out above, be approved.

Whilst we are aware that full Members dropping below 100, reduce to Associate status, there is no provision for such Associations falling below 50, at which point they would normally cease to have any direct link to the BAB.

We consider that in this extreme situation they should be given the option to reduce to Licentiate Member status, so that if they subsequently improved their membership they could easily re-gain their enhanced status without having to fully re-apply and go through the probationary period. Also it would provide continuity and protection for individual members, belonging to these groups, particularly over insurance.

RECOMMENDATION: that existing Member Associations whose individual membership falls below 50, be given the option to become Licentiate Members.

3. Current Membership Process

There was general satisfaction with the existing standards and procedures for membership. Accordingly the Membership Sub-Committee has introduced an updated application form, together with a supporting Introductory Information and Monitoring Sheet. The Committee have also re-iterated that only Associations/Clubs formally teaching Aikido as opposed to Budo, Aikijutsu, etc, are eligible for BAB membership.

4. Data Management of Currently Affiliated Clubs

This was welcomed by the two responding to this topic and has benefitted greatly from the recent facility for clubs/Associations to update their own details.

5. Identification of Un-Affiliated Aikido Clubs in the UK

A number of non-affiliated Clubs/Associations have already been identified and will be contacted by the Membership Sub-Committee.

6. Current Level of Fees

Those who commented on this issue expressed the view that the current method of calculating fees needed reviewing and considered that the membership fees should be the same rate for everyone as this was both fairer and easier to administer.

This is obviously a complex subject and the Finance Officer is proposing to set up a Working Group to consider this issue. **If you are interested in being involved in this Group, please contact the Secretary.**

Keith Holland
(Vice Chairman)