

## BRITISH AIKIDO BOARD

### MINUTES OF ANNUAL GENERAL MEETING held on 12 May 2007 at Solihull Football Club

<b>PRESENT</b>	Vincent Sumpter	Chairman
	Mrs S D Timms	Secretary
	P. Cooke	Finance Officer
	T. Bayliss	Memberships Officer
	F. Burlingham	Coaching Development Officer
	G. Cooke	Coaching Liaison Officer
	Mrs S Ward	Lead Child Protection Officer
	J. Burn	Communications/Webmaster
	S. Goodman	Aikido Fellowship
	D. Burke	Isshinkai Aikido
	P. Holding	B A A
	Miss Lesley Hepden	B A A
	A. Roberts	U K A
	B. Burrows	Shun Poo Kan
	M. Marshall	Shun Poo Kan
	D. Bath	B A
	J. Mills	Kobayashi UK
	W. Phillips	Shobu Aikido UK
	V. Murphy	N A F
	M. Narey	N A F
	B. Harris	Kai Shin Kai
	M. Saunders	Welsh Aikido Society
	M. Bent	Welsh Aikido Society
	P. Burgess	British Ki Society
	R. Gardiner	British Ki Society
	M. Dipple	British Ki Society
	D. Yates	B A F
	J. Marchant	Shin Gi Tai
	Mrs S Baird	Lancashire Aikikai
	A. Yates	British Aikido Yoshinkan
	K. De-Loyde	Takesumu Iwama Aikido Ryu
	Mrs D Masters	Ken Shin Kai
	G. Masters	Ken Shin Kai
	Mrs M Poole	U K Shinwakai
	K. Holland	U K Shinwakai
	P. Crowson	KSMBDA

#### APOLOGIES FOR ABSENCE

Apologies received from P Barker (Aikido Circle), C. Wallace (LA), J. Emmerson (UKAU), M. Sheridan (ARF), S. Billett (ADS), D. Foster (BAB DPO), B. Stockwell (Clubmark).

There were no apologies received from Devon Aikido, Kobukan Aikido, UKAF

#### 1. MINUTES OF THE 2006 AGM AND MATTERS ARISING

The Chairman reviewed the Minutes of the 2006 AGM; there were no matters arising. The Chairman was then authorised to sign the Minutes as a true record of that meeting. Proposed by G. Cooke, Seconded by T. Bayliss

## 2. CHAIRMAN'S REPORT

The Chairman circulated a copy of his report to the meeting. This report is attached to these minutes.

## 3. REPORTS FROM OTHER MANAGEMENT TEAM MEMBERS

Reports from the Data Protection Officer and the New Members Officer were circulated with the Chairman's report. Reports from the Coaching Development Officer, Communications Officer (Webmaster), Lead Child Protection Officer and a Personal Report from the Secretary were then presented to the meeting. Also included is a report from Brian Stockwell who deals with "Clubmark". These reports follow on from the Chairman's report, attached.

There was no report from the Media representative (Paul Wildish), due to illness.

## 4. FINANCE OFFICER'S REPORT

The Finance Officer reviewed the Board's finances for 2006; a set of accounts had previously been circulated with the Agenda

P. Cooke announced that another year has passed and the finances of the Board continue to be sound; with a good level of reserves. The income for the year to 31.12.06 was almost the same as the previous year. He went on to explain that, as was reported in last years report, we are required to gross up the honorariums as they are deemed to be salaries; however this was not done last year so the PAYE and NI for the year 2005 was paid in this year as well as the tax and NI for FY 2006 which is why the figure has gone from £7500 to £12186.

Apart from travelling and meeting expenses we have managed to reduce most expense categories. Child protection started as a major expense heading in the year to 31/12/06 and expenditure for the coming year is expected to increasingly grow, to around £4000, in the coming year. We put up our subscription rates this year which will increase our income by about £1000; this will be spent on additional child protection issues.

We continue to pay Perkins Slade for Insurances in advance with regard to PI, member to member (PA) and association insurances which we then recover over the year from the Members of the Board.

P. Cooke confirmed that Honorariums, covering work by the Executive during the previous 12 months, would be paid again this year, and that the Board would be responsible for the tax liability thereon.

P. Cooke proposed the re-appointment of the Accountants, Patrick Hourigan & Co as our auditors for the coming year. Seconded by G. Masters and accepted by the Membership.

## 5. RATIFICATION OF CHANGES TO CONSTITUTION

The Chairman proposed that the revised Bye-Law 10 on Child Protection, circulated with the meeting agenda, be accepted. Seconded by S. Ward and approved by the Membership. **The new (revised) page 18 for insertion into the Constitution document is attached to these Minutes.**

**6. RESIGNATION OF OFFICERS (Chairman and Vice Chairman)**

The Chairman duly resigned and offered himself for re-election

P. Wildish did not seek re-election as Vice-Chairman.

**7. RE-ELECTION OF OFFICERS (Chairman and Vice Chairman)**

V. Sumpter was unanimously re-elected Chairman to serve a 2 year term.

Sue Ward read a note from Brian Stockwell who withdrew his candidacy in favour of supporting the election of Keith Holland. Keith Holland was unanimously elected Vice Chairman for a 3-year term.

**8 OFFICERS DUE FOR ELECTION/RE-ELECTION FOR 2008**

The Secretary and Finance Officer are due for re-election/election at the 2008 AGM.

**9. ANY OTHER BUSINESS**

The Chairman stated that AOB would be dealt with in the GM following this AGM.

**10. DATE OF NEXT AGM**

The date of the next AGM will be **10 May 2008**

**Attachments:**

1. Chairman and Executive Committee Annual Reports.
2. Revised Bye-Law 10 – Child Protection (*new page 18 to the Constitution*)
3. Minutes of the General Meeting following the AGM.

## Chairman's Report – BAB AGM – 10 May 2007

Ladies and Gentlemen,

I am pleased to present my 6<sup>th</sup> annual report as your Chairman – but hopefully not yet my valedictory offering, bearing in mind that I am up for re-election later in this meeting!

This has been a particularly eventful and busy year for most of the Executive Committee and, whilst they all deserve my thanks, I hope the team will forgive me for giving Denis Burke and Sue Ward a special mention for the extraordinary amount of work they have put into the Child Protection Programme, enabling the Board to achieve the Bronze Standard as a first step on the road to acknowledging and implementing our policy and practices designed to safeguard and protect children when they train in Aikido in your Association Clubs. Sue is now the Board's lead CPO and will tell you more about this in her own report to follow.

Having achieved his initial aims on CP, Denis resigned his position as our lead CPO after the Board's CP Workshop in February but I am pleased to report that he is still very much one of the team. Hopefully, you have all read his report entitled "A vision for the BAB" which was intended to give us all food for thought on what could be – or might be – the future of the Board as a governing body for Aikido in this country. Since the report was written, Denis has been instrumental in our being given a grant of over £14K from CCPR [*The Central Council of Physical Recreation – the representative body for National sports organisations*] for the consultancy firm KKP to look into our current governance procedures and for them to come up with recommendations for our future health and prosperity. It's all to do with thinking "outside the box" and I will leave it to Denis to expand on the detail in his separate report.

In respect of the other members of the Board's Executive Committee, I know many of you have been dissatisfied with the up-dating service on our website [www.bab.org.uk](http://www.bab.org.uk) over the past year and I will leave it to John Burn to bring you up to date on recent changes which include a Members' Forum – something that was on my wish-list in last year's report. As regards the rest of the team, the DPO and Membership reports are appended below, and you will hear separate reports from the Secretary, Coaching officers, Media representative and, last but not least, our Finance officer. Just a reminder though: if you have specific questions on agenda items which do not refer directly to the AGM reports, these should be left for discussion in the GM to follow.

I said earlier that we had had a busy year implementing the Board's CP policy. The impetus for all the hard work by Denis and Sue is due to the "Safeguarding Vulnerable Groups Act" which comes into force next year and requires "hobby" clubs to conduct CRB checks on all coaches and volunteers, **or face a fine of £5,000**. They must also appoint a Child Welfare Officer who must be trained for the role. And along with this comes – as many of you have already found out – much paperwork and forms to complete. In other words, I hope I am getting the message across that we **ARE** doing this for the good of our present and future health. If you have been following recent press reports you will know that child safety is a very real issue for many sports in today's litigious society. Many volunteers are scared of the possibility of litigation and/or being falsely accused of inappropriate contact with children (the paedophilia angle). Many parents are also now averse to "risk" for their children, or now see "£" signs when little Johnny is injured through the apparent negligence of coaches and trainers. The consequence of which could be sky-high sports insurance renewal premiums, leading to possible closure of clubs and facilities; recent press reports cite riding, mountaineering, canoeing, and model-aircraft clubs as examples. I don't think our situation is anywhere near as dire as the examples but, if we do not heed the guidance given in our Coaching and CP policies we will come down to earth with a bump – and it will also hit you in the pocket! And if it's not insurance premiums then it is the mountain of checks and paperwork now required, not to mention – in many cases – the need for parents to attend to watch over their offspring! I mention all this, only to show that the BAB is no more hard done by than other sports.

On a happier end-note, I can report that we have had some fine mentions in the press recently.

On 10 March, the BAA got some free publicity in the "Body & Soul" section of The Times newspaper where the martial art of aikido was rated good for fitness and low risk for injury, and if you wanted to know more you should visit [www.aikido-baa.org.uk](http://www.aikido-baa.org.uk). The next mention – again in The Times – was on the letters page of 29 March when a Chas Hammond (*a 1<sup>st</sup> Dan from Brentwood, Essex – anybody know him?*) wrote at some length, and got a photo published, to the effect that aikido could date back to 200BC, citing that the posture of one of the Chinese terracotta warriors was like that of position 21 from the 31-count Jo kata! I think the warrior lost his bow and arrow actually, but it was good publicity nonetheless.

That concludes my report, and thank you for taking the time to read it.

### **Data Protection Officer's Report** (Dominic Foster)

First of all, my apologies for being unable to attend today.

The BAB registration with the ICO (Information Commissioner's Office) has been renewed. However, the ICO have raised new guidelines for registrars to follow. This may necessitate the writing of another document at Board level but it should not affect Association DPOs. This is in conjunction with recent changes in EU law and the way the Data Protection Act 1998 is structured.

Data protection documentation (guidance notes, working practices, bye-laws and forms) have now been posted on the web, and additional guidelines have been issued to all Associations concerning the minimum holding times for injury/incident reports to protect against potential law suits which might arise long after the initial injury/incident. Inter-alia, the guidance states that accident reports for all injuries – no matter how minor – need to be held for a minimum of 3 years; and for a child protection incident, the information needs to be kept until the child reaches age 21 – that is, 3 years from age 18 when the legal rights of the child come into effect.

I am waiting for guidance from the Lead CPO concerning her Case Management Group Data Handling procedures before completing and re-issuing the BAB Data Handling Policy. I have responded to a number of Association DPO queries and concerns during the last 12 months, and I extend my thanks to all those Association DPOs who are being proactive within their Associations.

Finally, the DPO forms will be updated on the web shortly, and in my capacity as DPO, I have a new e-mail address: [dp@bab.org.uk](mailto:dp@bab.org.uk).

### **Membership Officer's Report** (Terry Bayliss)

During the past year I have received many telephone calls and emails about joining the BAB. In each case the person /club has been contacted and information has been given relevant to the circumstances that apply to the enquirer; in some cases, because of the required insurance restrictions, I have had to direct them to the appropriate Martial Art authority. In the past year the Board has accepted one probationary member into full membership and we have one Association seeking probationary membership (which will be dealt with in the GM later today). Additionally, we have another Association with 500 members that is very interested in joining us; and I am in dialogue with other interested groups which could develop into prospective members later in the year. For the year ahead, I will be asking the Executive Committee to look at the current application forms for joining the BAB to see if they need revising in light of all the new requirements that are now needed.

### **Communications Officer/Webmaster's Report** (John Burn)

It's been quite a busy time with the website - we have moved hosts successfully so we can now move forward with the BAB Forums so everyone can get involved directly with the website and contribute to the discussion forums. The forums are undergoing testing at the moment and all - so far - appears to be running well and working as designed. **In order to access the forums I will need a copy of all current email addresses** - to prevent misspellings I simply need the 2 nominated people from every association to **send an email to [administrator@bab.org.uk](mailto:administrator@bab.org.uk)** with the subject of "Forum Access - XYZ Association" in the main body simply give me your name. Once the forums are finalised then your login details will be emailed out to you. It's important that you all contribute to the forums as a number of items will become the responsibility of the association reps - for example - the entering and updating of club details.

The club listings for the BAB website now only list instructors with BAB coach levels, all other instructors have been removed and moving forward no one will be listed in the future until they are BAB qualified. The updates to the website will be more frequent once this final and complete club / instructor update is finalised and on-line.

### **Coaching Report** (Frank Burlingham)

As the Chairman said in his opening remarks of last year's report, "When I was younger, a year was a life time" since I took over as the BAB Coaching Development Officer the past year has gone by too quickly. I have spent this time reviewing the coaching levels and structures we have in the BAB. I have also sought observations, comments and advice from other coach tutors, club leaders and heads of Associations. My plan was not to rush in and change what we have but to hopefully further develop and update our current coaching awards and standards. Although there are many areas needing to be addressed for the forthcoming year, I plan to focus on the following:

- Completing the coach level 2 award.
- Reviewing and updating coach level 1, where required.
- Undertaking a review of Association Coach Tutors.
- Identify potential BAB Coach Tutors and develop a training program.
- Review further the need and interest for coach level 3.

I see coaching and training as an on-going area in order to keep pace with this ever-changing world. I welcome any comments and observations, which will help develop coaching and training to fulfil our needs as Aikido teachers.

Do members of the BAB want coaching? From Jan 07 to April 07 there have been 73 new coaching certificates issued; 48 for CL1, and 25 for the YP courses, which is a phenomenal amount of students in only four months. Most of these will not run a club or be actively involved in teaching juniors so I see that is a resounding "yes" to coaching. Grev Cooke will contact all those eligible to complete coach level 2 regarding their final assessment. This will include a breakdown of what will be required on the day, and the venue and cost. Depending on interest, the final assessment will take place on one of the following dates: 23rd June, 21st July, or 28th July 2007. The coaching weekend will take place 10/11 Nov, venue to be confirmed.

That concludes my report. Thank you for your support and understanding.

### **Secretary's Report** (Shirley Timms)

I don't normally do a separate Secretary's report, as Vincent usually covers the events of the year in his Chairman's report, and it is only boring to hear the same things repeated. But this year I wanted to take this opportunity to thank you for the Certificate of Appreciation that was

presented to me at last year's National Course at Crystal Palace I was absolutely overwhelmed emotionally, as it was so unexpected and very generous. I see my job as Secretary of the Board as a service and the Associations as my family, and that is how the job has grown over the years; the certificate was a bonus. As to the business of the Board during the past year, I think the Chairman has covered that but – just one thing – I hope we get a better response to the National Course this year, as the past two years have been very disappointing in terms of support. Finally, it is always nice to hear from everyone either by telephone, letter or e-mail and I hope that will continue.

### **Lead Child Protection Officer's Report (Sue Ward)**

Well, what an amazing year! I think it was May 2006 when I was asked to help out with the BAB's CP implementation programme. It's gone by in a flash and has been a steep learning curve. I am not a mother and so the journey has been perhaps even more interesting for me! Suffice it to say that I now live and breathe child protection, and am a passionate advocate for the highest possible standards in child welfare.

I am delighted to report significant progress during the last 12 months or so, and I have listed the key developments below. But perhaps the most notable and important milestone is that the BAB has been awarded Foundation level (aka Bronze level) re the Safeguarding Children in Sport standards as defined by the Child Protection in Sport Unit (CPSU). We now have to live up to this 'award' and ensure that our CP programme is really solid – from the BAB through to Associations and down to Club level, where it should embrace everyone involved in delivering aikido sessions to under 18s. I envisage this consolidation work taking perhaps the best part of the next 12 months or more. Then we can look at going forward for Silver.

[I keep in touch with all CPO's via regular emails and your Association CPO can provide you with more detail or the work we are doing. Of course you can always contact me for a chat if you want further information.]

Key events during the past 12 months:

- Sadly, and due to other commitments, Denis Burke has withdrawn as Lead CPO. The role has been handed on to me and I have undertaken specialist training with CPSU<sup>1</sup> and The Media Group (TMG); TMG handle our CRB checks.
- CRB checks are underway throughout most Associations offering training to under 18s. At the time of writing only 2 Associations have still not had their CPOs CRB checked. Every effort is being made to push this forward with the Associations concerned.
- We have established a Case Management Group (CMG) to deal with incidents and disclosures.  
*NB Since Denis resigned we have been looking for someone to replace him on the CMG. If you have relevant experience and/or would like to offer your services then please let me know.*
- We have provision for a Child Protection section on the new BAB web site. This is being looked after by Shun Poo Kan CPO Mark Marshall (thanks Mark!) and should be up and running in the near future.
- We had our first CPO 'Conference' Day on 24/2/07. This was hectic but productive (with good feedback) and resulted in nearly 30 key people getting basic CP training. Minutes are available from your Association CPO.
- The network of CPOs is being split into regional Steering Groups. This means that the development of policies and procedures can get underway in a more manageable way.
- Members of the Steering Group (SG) are offering to undertake key pieces of work. All CPOs are contributing to the SG and sharing best practice. This is one of the most important, fundamental developments during the last 12 months.

- On January 9<sup>th</sup> 2007 Brian Stockwell (Clubmark Officer) and I met with Richard Norman from the Central Council for Physical Recreation (CCPR) looking for resources to support our child protection work. Although this meeting did not result in any direct support for child protection, we were able to access over £10,000 worth of general development funding for the BAB. Having done the early negotiations, we then passed this project on to Denis who will see things through to completion. The Child Protection 'team' hope that this funded development project will help to secure additional, specific funding in the future, and we also hope child protection will be earmarked as a significant beneficiary!
- Clubmark, which runs closely alongside child protection work, has also gone through some changes. Brian has his own report covering this. But, briefly, I would like to mention that thanks to Brian's hard work behind the scenes we are now fully accredited to deliver Clubmark under the new licensed scheme. Terry Bayliss's Dragonfly Club is the first to be awarded Clubmark under the new scheme.
- Perkins Slade are now requiring each Association to complete an audit of their child welfare provision. A questionnaire has been e-mailed to each CPO and needs to be returned by 1<sup>st</sup> June 2007. This audit questionnaire is being required across all sports and NGBs.

I would like to extend my thanks to Denis and the other Board members for their support during my first year. Vincent has been a great help – and I would like to say a special thank you to him. He has an often difficult job to do – trying to keep us all happy – and it must sometimes feel like a thankless task too! Thanks also to the Case Management Group members who have taken on a very important role in the development of our welfare standards. And thanks too to the CPOs. They all have considerable work to do to get everything in place and it's been great to work with them and to see the ideas and enthusiasm they are bringing to the task.

So what does the next 12 months and beyond hold in store? Well, the message coming through from Government level via Sport England and CPSU is that child welfare will be very much up there at the top of the sport agenda. We have already seen insurance becoming much more focused on and linked to CP provision. CRB checks are set change with the proposed Vetting and Barring Board (see the Chairman's statement). And there are plans (in line with statutory guidelines) to develop job and role descriptions for those working with children at all levels. Training programmes will also be developed to support these roles.

What would I like to see within the BAB? A continued commitment from all members to support and develop our CP and Welfare programme. And in this regard I welcome all dialogue and exchange of views. But above all I want us to make things happen in a 'real' sense – not by just having folders of policies and templates gathering dust on dojo shelves around the country. Remember, I am always available to talk through concerns – contact details are on the web site [www.bab.org.uk](http://www.bab.org.uk)

This need not be a frightening commitment for Associations. I am here to support you either directly or through your CPOs. There are masses of resources to help you – and I want BAB to be the absolute best in terms of our CP and welfare provision. With that in mind I would be delighted to hear from anyone who would be able to help me with this work.

### **Clubmark Report** (Brian Stockwell)

It has been a pretty frustrating 12 months for Clubmark. When Sport England handed it over to the new consultancy KKP it was 'discovered' that the BAB did not have foundation level standards in child protection. We had never been told about this requirement and it turns out that basically Sport England forgot to check this when they were running the scheme themselves.

The worst thing was that Terry Bayliss was right in the middle of the Clubmark assessment process when the error was discovered. The whole thing had to be put on hold until the child protection standards were sorted out and Terry was left kicking his heels waiting for things to get sorted.

KKP also introduced a licencing system for NGBs wanting to deliver Clubmark. This meant that we had to go through a complete audit of our assessment processes and Clubmark standards. I met with KKP in February and we got through this bit without any problems. The main change to come out of this is that we are now going to accredit at Club level rather than Association level. There are both benefits and drawbacks to this – but at the end of the day KKP felt that it was more appropriate to assess and accredit in this way.

In March 2007 the BAB was finally awarded Bronze preliminary level for child protection and so, at long last, the Clubmark scheme could get underway again.

I have finished the new resource and assessment documents, and these will be uploaded to the BAB web site along with the new logo.

We now have the following “Clubmark” Clubs within BAB:

- Tenchi Ryu: Barnstaple
- Tenchi Ryu: South Molton
- Tenchi Ryu: Torrington
- Tenchi Ryu: Wales
- Seijitsu: Dragonfly, Staffs

And Shun Poo Kan has 4 clubs which are working towards Clubmark:

Other Associations have been in touch to express an interest, so please do let me know if you want to move ahead now that all the glitches have been sorted out.

We now have the issue of funding to address. It is now a mandatory requirement that each club has an assessment visit. With me being in Devon this is clearly going to be tricky unless we can link in with other events, or the club can pay travel expenses. I am therefore looking at other ways of making these visits possible. This may involve training up some volunteers or maybe using County Sports Partnerships.

From information at the CPO day in February it seems that Clubmark will be getting more and more prominent. I see it as a way of raising and endorsing the high standards we are hoping for in the BAB. I appreciate that it is not mandatory for BAB member clubs to go for accreditation – but I sincerely hope that it something you will *want* to do

**REVISED BYE-LAW 10 to the CONSTITUTION**  
*(Revised Page 18 for Members to insert into the Constitution Document)*

**10. CHILD PROTECTION**

Board Members shall abide by the Board's published Child Protection policy. In addition, the following specific "Child Protection" disciplinary panel procedures will apply:

**Child Protection Disciplinary Panel**

- a. The Board may, from time to time, set up a Child Protection Disciplinary Panel to deal with recommendations or reports made to the Chairman by the Board's Child Protection Case Management Group (CMG).
- b. The Panel shall consist of at least 3 impartial representatives of the Board's Full Members, one of whom shall be the Chairman who will act as the Panel President. All Panel members shall have been checked and cleared by the Board through the Criminal Records Bureau (CRB) within the last 3 years, and have undertaken Board-approved Child Protection Officer training.
- c. Discussions by the Panel are to remain confidential to the Panel Members. Decisions and recommendations of the Panel will be communicated by the Chairman to the Board's Child Protection Officer (as the lead officer for the CMG), the defendant, and other interested parties on a strictly "need to know" basis. Such communications should be sent by e-mail; where this is not possible and the communication is a final report/decision this is to be sent by recorded delivery to the addressee.
- d. Where an individual Association member has been subject to investigation by the CMG, the lead CPO for the CMG is to inform the individual and the CPO of the individual's Association of the case against them together with the recommendation of the Case Management Group. Where the recommendation is that the individual should not be allowed to teach or assist with juniors, he/she is to be suspended without prejudice from contact with or teaching children who themselves are members of an Association in BAB Membership. This suspension is to remain in force, subject to the later decision of the Child Protection Disciplinary Panel.
- e. In the circumstances outlined in sub-para d. above, where the individual disagrees with or does not accept the recommendation of the Case Management Group, the individual is to be given a fair opportunity to comment on the case against him/her. This statement is to be made available to the Child Protection Panel members and is to be taken into account, together with the original recommendation of the Case Management Group, in the decision process.
- f. Where the Panel is minded to make a decision and/or recommendations at variance to those originally proposed by the CMG, the matter is to be referred back to the BAB Lead CPO for evaluation before the Panel's decision and recommendation(s) are made final.
- g. The decision and recommendations of the Panel are to be implemented without delay after they have been properly communicated to the relevant parties,.
- h. The Board's decision on a Child Protection disciplinary matter shall be final except on a point of law. This does not affect the statutory rights of appeal the individual (or his/her Association) has under extant law.

## BRITISH AIKIDO BOARD

### MINUTES OF GENERAL MEETING held on 12 May 2007 at Solihull Football Club

<b>PRESENT</b>	Vincent Sumpter	Chairman
	Keith Holland	Vice-Chairman
	Mrs S D Timms	Secretary
	P. Cooke	Finance Officer
	T. Bayliss	Memberships Officer
	F. Burlingham	Coaching Development Officer
	G. Cooke	Coaching Liaison Officer
	Mrs S Ward	Child Protection Officer
	J. Burn	Communications/Webmaster
	S. Goodman	Aikido Fellowship
	D. Burke	Isshinkai Aikido
	P. Holding	B A A
	Miss Lesley Hepden	B A A
	A. Roberts	U K A
	B. Burrows	Shun Poo Kan
	M. Marshall	Shun Poo Kan
	D. Bath	B A
	J. Mills	Kobayashi UK
	W. Phillips	Shobu Aikido UK
	V. Murphy	N A F
	M. Narey	N A F
	B. Harris	Kai Shin Kai
	M. Saunders	Welsh Aikido Society
	M. Bent	Welsh Aikido Society
	P. Burgess	British Ki Society
	R. Gardiner	British Ki Society
	M. Dipple	British Ki Society
	D. Yates	B A F
	J. Marchant	Shin Gi Tai
	Mrs S Baird	Lancashire Aikikai
	A Yates	British Aikido Yoshinkan
	K. De-Loyde	Takesumu Iwama Aikido Ryu
	Mrs D Masters	Ken Shin Kai
	G. Masters	Ken Shin Kai
	Mrs M Poole	U K Shinwakai
	P. Crowson	KSMBDA

#### APOLOGIES FOR ABSENCE

Apologies are the same as for the AGM.

#### 1. MINUTES OF THE GENERAL MEETING OF 18 NOVEMBER 2006 AND MATTERS ARISING

**Attendance List.** V Murphy stated that the NAF was omitted from the attendance list.

**Item 10.b. – Memberships.** M. Narey requested an amendment that Agenda Item 10b be deleted from the Minutes as the statement was made out of Meeting; this was agreed.

Other items were accepted for later discussion as part of today's GM Agenda. The Chairman was then authorised to sign the Minutes.

## 2. MINUTES OF EXECUTIVE MEETING OF 10 FEBRUARY 2007 AND MATTERS ARISING

**Item 3 – Child Protection.** Sue Ward pointed out that, in Item 3 (Child Protection), the last paragraph states that the cost of specialist training for the Lead CPO would fall to the CP budget. This is incorrect as the cost was met via the local college where Sue is a part-time lecturer. The Chairman is happy to make correction.

**Item 11 – Coaching.** G. Cooke pointed out that the wording for paragraph one of Item 11 (Coaching) was incorrect and should be amended to read:

*G. Cooke reported that minimum age is 18 years and must hold coach Level 1 award before taking a Young Peoples Course”*

Other items were accepted for later discussion as part of today’s GM Agenda

## 3. COACHING

As reported previously in the AGM Coaching Report, Grev Cooke will contact all those eligible to complete coach level 2 regarding their final assessment. This will include a breakdown of what will be required on the day, and the venue and cost. Applicants must have taken 6 units to qualify to attend Coach level 2. Depending on interest, the final assessment will take place on one of the following dates: 23rd June, 21st July, or 28th July 2007. The venue is likely to be in either Slough or Birmingham. CLOs will also be informed.

The coach tutor course will probably be just a 1-day course, and the proposed date is 10 November, to be held in either Slough or Birmingham.

## 4. CHILD PROTECTION UPDATE

S Ward gave a comprehensive report of child Protection to date. She also asked for help to enable her to take child protection further.

## 5. RAISING THE PROFILE OF THE BAB - MEDIA COVERAGE

In the absence of the Press Officer (due to illness), this item could not be discussed and will be held over to the next Executive Meeting.

## 6. WEBSITE/COMMUNICATIONS

Following J. Burn’s AGM report, the Chairman asked if anyone had questions concerning the new website. J. Burn stated that he would like to visit Member Clubs to photograph people in action – in order to have a library of still shots to refresh the website on a routine basis. *Afternote by the Chairman:* It is pointed out that the finances of the Board will not permit routine claims for travel expenses by the webmaster, therefore clubs wishing to have pictures in the BAB website gallery will need to liaise with J Burn regarding travel expenses.

**Mark Marshall offered to fill the appointment of deputy webmaster.** His services were gratefully accepted by J Burn and the Chairman.

## 7. NATIONAL COURSES 2007/2008

The Secretary addressed the meeting and stated that she felt the concept and purpose of the National Course has changed over the years. When it was first decided to hold a National Course the idea was to afford the opportunity for everyone to practice together, no matter what style or grade, and as the Board had only 12 members at that time, it was possible to invite all Association instructors to teach on the same day. She explained that now that the BAB has 34 members it is virtually impossible to invite instructors from all the Associations at any one time, and that is why

the number has been reduced to 5/6. She deplored the attitude which has crept in "*if my sensei is not teaching I am not coming*". The first National Course attracted between 300/400 participants, and that was without electronic communication, just word of mouth, letter and telephone. The Secretary intended to mailshot the national course leaflet to every club in the BAB (600+) in the hope that the support for the annual course will be much improved.

#### **National Course 2007:**

The Secretary confirmed that the date of this year's National Course is **29 September**. The Chairman confirmed that this year the following Instructors have been invited to teach

Sensei Bill Harris	Kai Shin Kai
Sensei W. Kolesnikov	KSMBDA
Sensei T. Bayliss	Seijitsu Aikido ryu
Sensei A Yates	British Aikido Yoshinkan
Sensei P. Barker	Aikido Circle
Sensei D. Morgan	British Aikido Federation

Following a submission from T Bayliss, it was hoped that "star pupils" would be introduced to the National course during their Sensei's teaching slot.

**Chairman's After-Meeting Note:** Members are advised that in the Meeting, it was stated that the Course would be open to students aged 16 years and older. Following later discussion between the Lead CPO and Vice-Chairman (in his role as Joint Course organizer) it was agreed that the Board did not have enough time to implement/introduce a dress code and ethics package necessary under its CP policy to ensure that a proper plan was in place to cover the welfare of "juniors" whilst under the charge of the Board at its National Course. It is intended that this should be remedied in time for the 2008 seminar. In the circumstances, however, **for this year's National Course attendance will be limited to those aged 18 years or more.**

#### **National Course 2008:**

On the question of Venues, the Secretary advised that venues were selected for their suitability and a different venue for each National course so that all Associations within easy access could attend. Usually, the course organizers looked for linked accommodation, which included breakfast, at around £30.00 per night

K. Holland agreed to liaise with J. Forster (Komyokan) who had suggested Liverpool, to collate more information; it is Liverpool's year of recognition. The alternative venue being considered is Sophia Gardens, Cardiff.

### **8. INSURANCE**

There were two alternatives offered by Perkins Slade for Temporary Insurance, and after discussion it was agreed that neither of these would be suitable for the Board Members and they were therefore rejected.

On the recent Certificate for Civil Liability issued by Perkins Slade, it stated that only 50% was covered. The Secretary advised that 50% was covered by Perkins Slade and a further 50% was covered by Sports Mutual; making 100% cover in all for civil liability. She advised that she had requested another Certificate - the same template as last year - which will be sent to all Associations, and to the Webmaster for inclusion in the Board's website.

**Action: Secretary**

We are still waiting for Perkins Slade to advise on insurance for Professional Instructors; that is, those who earn a living from teaching Aikido. The present PI insurance offered by the Board, through Perkins Slade, covers the non-professional (volunteer) teacher.

## 9. FUTURE OF THE BAB – THE RE-VISIONING GRANT

Denis Burke apprised the meeting of the CCPR/Sport England grant that had been given to the Board to enable the consultants KKP to look at our management and other practices and make recommendations on the way forward for the Board in order that it can grow its influence as a governing body. Presently the Board is – to all intents and purposes – working in the past and running fast to catch up with its present and future needs as a governing body. Denis made clear to the members that the Board was buying into a process which would look at what we are here for; the process was tried and tested on other sporting governing bodies and that the consultancy process will not be complete until early 2008. We are unlikely to have anything substantial to report to the membership until the 2008 AGM.

## 10. CLUBMARK

The Chairman made a presentation to T. Bayliss of a Clubmark Certificate for his “Dragonfly Aikido Club”. The club is the first martial arts club in the Staffordshire County to be recognised by Sport England for Clubmark. As a result, T. Bayliss has been invited by Staffs CC to be part of a group to mentor to the martial art side of a project when the new appointment of Sports Manager is filled. The project is “Sport across Staffordshire and Stoke-on-Trent”.

Sue Ward presented an annual report on Clubmark produced by Brian Stockwell. For ease of reference this has been included with the Executive Committee reports attached to the AGM minutes.

## 11. APPLICATION FOR MEMBERSHIP OF THE BOARD

T Bayliss reported that he had 2 groups on which he was processing possible applications to join the BAB. Once initial documentation had been completed, their applications would be formally advised to Members.

T. Bayliss then advised that the Chairman had accompanied him on a visit to the United Traditional Aikido group (Rising Sun) to assess the group for probationary membership of the Board. T. Bayliss reported that the group had met all the requirements for membership and asked the Members to accept this Association into Probationary membership.

The representative from the National Aikido Federation objected to this application for membership and applied a Veto. The Chairman asked the NAF representative to apprise the Members present of his reasons for the objection; the representative refused, stating that he sent his objections in writing to the Chairman and was not prepared to state them verbally to the meeting. The Chairman expressed his disappointment and, for the benefit of the Board Members, and to ensure that they were fully informed for the future vote, agreed to publish the content of the NAF letter to the Chairman. The Chairman explained to the Members that, according to the Constitution, the veto could not again be used to delay this application for membership.

The Chairman then left the meeting, which continued with the Vice-Chairman in the chair.

The Vice-Chairman explained that, the Chairman having accepted the veto from NAF, the matter was deferred until the next General Meeting. The Membership Officer was tasked with investigating the issues raised in the letter from NAF to the Chairman, and to provide a written report to the next meeting.

**Chairman’s After-Meeting Note:** Members are informed that, on legal advice – as the Minutes of Board Meetings are put into the public domain through the medium of the BAB website – the Chairman has been informed that publication of the content of the NAF letter to the Chairman could lead to a citation for abetting defamation of character of the Head of the Rising Sun. In the circumstances, the Chairman is not prepared to publish the content of the NAF letter. Presently,

the content is not in the public domain and not actionable with the Board as a Defendant. However, the Membership Officer has been given a copy in order that he may carry out his mandate in preparation for the next GM. Similarly, any discussion at the next GM leading to the vote for or against membership of the Rising Sun Group will not be minuted; the Minutes will reflect only the decision of the Members.

## **12. ANY OTHER BUSINESS**

### **Vote of Confidence**

Subsequent to the Chairman closing Agenda Item 11, the Vice-Chairman sought an assurance from the membership in a proposal for a vote of confidence in the Chairman; this was passed unanimously. The Members recorded that the Chairman does an outstanding and rather difficult job, and applies himself fully to the role.

### **Data Protection Matters**

The Aikido Fellowship representative referred to two items from the DPO which had been sent to the Chairman for inclusion on this agenda. The Vice-Chairman agreed that as these were not matters of urgency and that they be raised at the next meeting. **Chairman's After Meeting Note:** The DPO passed 2 items to the Chairman.

1. The DPO update forms for each Association. These were dealt with at the close of the AGM.
2. A reminder to all Members on the need to retain accident forms for juniors for 3 years beyond their age 18 birthday; that is, until they are aged 21. This point was included in the DPO's AGM report.

### **Report by B Harris, Chairman KSK**

In March of 2007 a delegation from Kai Shin Kai in the United Kingdom visited Northern Italy to sign an historic agreement between the Kai Shin Kai and *Centro Sportivo Libertas*, the professional sports body of Italy (*Libertas* is a Latin word meaning Freedom). The agreement between Bill Harris (Chairman KSK) and Mr Luigi Musacchia (President of *Centro Sportivo Libertas*) was signed at a civil ceremony in Verres, Aosta, by the Chairman KSK and the Vice-President of *Centro Sportivo Libertas* (representing Mr Musacchia) in the presence of other senior instructors from both Britain and the Kai Shin Kai's Italian affiliated clubs in the region. This agreement is significant in Italy as it recognises the KSK affiliated aikido clubs in Aosta as being part of an Association dedicated to the growth of Aikido as well as part of a professional sports body. *Centro Sportivo Libertas* as a sports organisation in Italy currently boasts a registered membership in excess of 6 million. Another important aspect of the agreement is that Kai Shin Kai is recognised and promoted at an international level for its commitment to Aikido and its continuation of standards of excellence. Talks are already in progress for a return visit in the Autumn of 2007 for a joint instructional seminar and promotional event between the two organisations.

## **13. DATE OF NEXT MEETINGS**

Date of the next General Meeting was agreed as **17 November 2007**.

Date of the next Management Meeting: to be announced.

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