

MINUTES OF THE EXECUTIVE COMMITTEE MEETING
Held at Hilton Hotel North, Newbury, on Saturday 14 July 2007

PRESENT:	V. Sumpter	(Chairman)
	K.H. Holland	(Vice-Chairman)
	Mrs S. D Timms	(Secretary)
	T. Bayliss	(Memberships)
	Mrs S Ward	(Child Protection)
	G. Cooke	(Coaching Admin)
	D. Foster	(Data Protection)
IN ATTENDANCE:	K. Parkynn	(KKP Consultancy)
APOLOGIES:	J. Burn	(Webmaster)
	P. Cooke	(Finance)
	F. Burlingham	(Coaching Development)

1. BAB VISION FOR THE FUTURE – THE KKP CONSULTANCY PROCESS

Kelly Parkynn, Principal Consultant of KKP, attended the Executive meeting to outline the work they have been appointed to undertake to provide governance support and recommendations on the modernisation process. KKP will conduct wide-ranging consultations with members of the Executive Committee over the next two months, to be followed by a presentation and workshop for Association Representatives to be held on 22 September. The timetable she planned to work to, and the outcomes she expected to achieve, is as follows:

- 22 Sep – Membership meeting and discussions to achieve “membership buy-in” to the visioning process, note the Members’ response to the current BAB structure, etc, and hear their vision for the future.
- 22 Sep–Mid Oct – Explore and clarify any key issues arising from the Membership meeting.
- Mid Oct–Mid Nov – KKP to circulate recommendation and key documents to Board Members, generate comments and response.
- Mid Nov – KKP to hold session with Board Members to reach agreement on key recommendations and documents produced. Once documents are agreed, BAB to initiate adoption procedure.
- End Nov – Presentation by KKP and BAB to wider members on implementation of recommendation and documents.

In view of the fact that the BAB had already received an invoice from KKP for work under the Consultancy process, the Vice-Chairman sought an assurance from KKP that the BAB would not be billed/invoiced for any work not covered by the grant from CCPR. Kelly Parkynn gave this assurance and added that there would be no requirement to pay invoices for KKP work until the appropriate funds had been lodged with the BAB from CCPR.

At the conclusion of her presentation, on behalf of the Executive Committee members present the Chairman thanked Kelly for her excellent scene-setting and outline of the governance process, which had left the Committee feeling positive about the outcomes of the consultancy process.

2. MEMBERSHIP

United Traditional Aikido – Application for Membership

Further to Item 5 of the Minutes of the General Meeting of 12 May, the Vice-Chairman produced a briefing note summarizing the reports produced by the membership committee viz-

a-viz the application for membership by the “United Traditional Aikido (UTA) group – formerly known as the “Rising Sun” headed by Mr P. Bengé, and the objections to membership formally raised by the NAF. The Committee considered, in some detail, each of the concerns raised in the original letter from NAF and were satisfied that the majority of issues either did not require further action by the BAB or could be satisfactorily dealt with by guidance during the probationary period provided for in the membership procedure.

The Committee expressed concern that, despite Mr Bengé having been in membership of NAF for some 6 years, there was no evidence of the NAF having pursued any of the issues which they now allege mitigate against Mr Bengé and his students being accepted into membership of the Board.

The Committee agreed that the outstanding issues would be pursued by the Vice Chairman and the Lead Child Protection Officer. The Vice-Chairman was asked to contact P. Bengé to ascertain if his original members are still practising with United Traditional Aikido since he announced his wish to break away from membership of the NAF. The Chairman asked the Vice-Chairman to lead on this membership application when it is revisited at the next General Meeting.

**Action: Vice-Chairman
Lead CPO**

Other Applications for Membership

T. Bayliss advised that he had just received a new application for membership and will be pursuing this in due course.

3. COACHING

G. Cooke tabled a report from members and officers on the possibility of subsidizing Coach Level 2 and 3 courses. As an aid to achieving the BAB aim of promoting higher level coach qualification amongst its members, G Cooke proposed that the students’ attendance charge of £30 for the “finalization day” for accreditation to CL2/3 should be waived with the expense of running the course being met by BAB funding. Travel and other expenses would remain with the student. This proposal was agreed by the Committee. As result of other comments and observations in the report, the Committee agreed to review the relative merits of Coach Level 2/3 courses at a future meeting.

Action: Coaching Development Officer

4. NATIONAL COURSE 2007

S. Timms circulated the proposed course leaflet together with a fact sheet of activities and a list of alternative accommodation. These were accepted and S. Timms will arrange printing and for distribution by end July.

The Vice-Chairman raised the question of Stewards for the course, and the Chairman stated that his Association (Kai Shin Kai) had once again offered to fill this role. The Vice-Chairman will make a further visit to Bisham Abbey to ensure that all arrangements are finalised.

5. DATA PROTECTION

Matters Arising

The Chairman referred to his note at Item 12 of the minutes of the General Meeting of 12 May; the DPO confirmed that the Chairman’s note was correct and that there were therefore no items outstanding from the AGM or GM meeting.

D Foster reported that subsequent to the data audit undertaken at the AGM, a number of Associations still have not validated their DP information. The BAB DPO will write to these asking them to re-submit forms. In addition, a number of Associations have BAB Forms 1 and 3 that do not correspond with each other. They will also be written to telling them of their error and asking them to correct the issue.

Aikido for Daily Life (ADL) have been found not to have submitted a Form 3 since joining the BAB. The BAB DPO has written to P Cooke asking for this to be rectified.

Information Security Policy – Draft Document

Finally, the DPO apprised the meeting of the reasons for his having prepared a draft BAB Information Security document (to replace the current policy on BAB Data Handling Procedures. Executive Committee members had had sight of and commented upon a circulated first draft. Following discussion, the DPO agreed to re-issue an amended draft to all Executive members asap. The issue of the cost of the “Subject Access Request” was discussed in detail and the Board agreed unanimously that the fee chosen was fair and reasonable.

6. INSURANCE

Insurance for “Professionals”

Responding to a request from the BAB, Perkins Slade has issued the following statement concerning “Professional” Instructors.

Professional Instructors can continue to get PI cover as part of the existing BAB insurance arrangements provided they are “trading” under their own name (it may be that they work for a club that has its own name, which is fine), and that turnover (income) does not exceed £25,000 pa (per individual). Perkins Slade would take advice from BAB, but would prefer “Professional” coaches/instructors to be named on their files. Any instructors who believe they would breach the above limit should contact the Secretary for further advice.

Action: All Association Club Instructors

Non-BAB Group – Perkins Slade Insurance

The Chairman informed the meeting that he had met the head of a non-BAB aikido group on a recent training seminar and in the course of conversation the individual had mentioned that, through Perkins Slade, he had obtained PI insurance cover for himself and one other and PA insurance for up to 300 members for one year (believed to be up to Apr 2008). The amount paid (circa £500) gives that group insurance on a costs level equivalent to that offered to Members through the BAB, but without the added expense of the BAB Membership administration fee!

The Committee agreed with the Chairman that this is a matter of some concern as it undermines the benefits of Perkins Slade PA and PI insurance through the Board. The Chairman was tasked with writing to Perkins Slade indicating our concern at the granting of cover to this group on these terms, and to seek an assurance that we remained a valued and respected preferential client.

PI Insurance for Club Instructors

G. Cooke reviewed the current status of PI Insurance viz-a-viz Instructors and advised that there were a number of Instructors listed on the website that did not have PI insurance, similarly there were also Instructors who were teaching with PI but not listed on the website. Both S. Timms and G. Cooke conducted a poll using the Associations Reg Cert returns since the beginning of the year as a guide, and this brought to light the anomalies with PI insurance

and recorded information.

The Chairman was particularly concerned to note that, according to the survey, the NAF currently had no Club Instructors registered as having taken out PI Insurance for this financial year. The Secretary is to write to the NAF Registrar to clarify the situation.

Action: Secretary / Principal NAF

Weapons Protocol

The Vice-Chairman produced a consultation document on the use of Samurai swords in aikido training. This is attached to these Minutes as **Enclosure 1**. Members are asked for comment/ response to the last paragraph of the document.

Action: All Members

7. INSURANCE – FINANCIAL CLAIM FOR COMPENSATION

The Chairman apprised the meeting of an injury claim submitted by a student in November 2005. The individual had completed all the necessary claims paperwork but, although it had been processed through the Association and the Board Secretary to Perkins Slade, the insurance brokers had no record of receiving the claim. The student was assured by the Club Instructor that the injury was covered by the Personal Accident insurance provided by the BAB. On the basis of this information the claimant went private for the medical treatment after learning that the NHS would be unable to start treatment for some 6-9 months. The student then submitted a bill for the treatment to Perkins Slade. The student heard nothing by way of acknowledgement or reply and, some 18 months later (after initiating a string of further correspondence to Perkins Slade, the Head of the Association and the Board Secretary) the Chairman was notified of the impasse and likelihood of litigation through the small claims court, and agreed to adjudicate on the merits or otherwise of the claim.

The Chairman' findings are as follows:

- There were and are no grounds for Perkins Slade to meet any costs incurred by the claimant as the injury was and is not deemed permanent.
- The Club Instructor was in error in giving the advice that he did without checking the PA insurance policy and, as a person in some authority in the eyes of the student, gave an expectation – albeit misleading – that compensation would be forthcoming.
- The student was naïve in taking the word of the instructor on the level of compensation covered by the injury. The small print of insurance policies should always be studied before embarking on treatment for which one expects reimbursement.
- The Board, the Association and Perkins Slade were all slow to realize that this student felt isolated and ignored in trying for over a year to get one or other of the parties involved to acknowledge and do something about the claim for compensation to cover injury expenses.
-

The lessons learned from this are:

- The Board – and by definition, the Associations – must do more to publicize and apprise new students (members) of the risks involved in doing aikido as a martial art and the levels of compensation that accrue when injuries are incurred.
- All injury claims and incident notification forms should be sent to the Board Secretary and then onward to Perkins Slade by “**recorded delivery**” Association. The Board Secretary to keep copies of all claims/incident notification forms for 3 years.
- The Board Secretary is, in future, to notify the claimant and the Association that once the claim is lodged with Perkins Slade, the claim becomes a matter strictly between the claimant and Perkins Slade. The Board has no further input other than to provide Perkins Slade with whatever extra information they may call for regarding the claim.
- There is no longer a need for the claimant to obtain a Medical Certificate from a Doctor or Hospital to submit with the initial claim form. When Perkins Slade receive the claim

form they will advise the claimant if medical certificates are required and at what intervals. The website claim form will be amended accordingly.

In resolution of this claim, the Chairman was authorized by the "Officers" of the Board to offer the student ***without prejudice or precedent*** £170 in compensation and settlement for the aggravation and expenses incurred over the past 18 months.

Action: Chairman / Secretary

Associations should note that no further claims of this nature will be entertained or authorized for compensation by the Board.

Action: All Members

8. WEBSITE

The Chairman reported that the Webmaster had written to him giving his resignation from the post of webmaster. The Chairman had subsequently written back to J Burn, asking him to reconsider and, if this was not an option, then for him to please carry on with the website for the foreseeable future and at least until it was possible to hand over the site to a replacement.

J Burn had replied that he would carry on with the task of webmaster for the immediate future but would be unable to attend meetings. This was accepted by the Chairman.

All Associations are asked to trawl their membership to see if any person is willing to take on this important task.

Action: All Members

9. PRESENTATION/STANDARDISATION

It was agreed that matters regarding presentation and standardization of procedures would form part of the audit process with KKP.

10 CHILD PROTECTION UPDATE

S. Ward's update report on Child Protection is attached to these Minutes as Enclosure 2.

With regard to the **Perkins Slade** questionnaire, 10 Assns have returned their audit forms. ***Outstanding forms need to be returned to Sue Ward asap. Anyone with queries re this can contact her to discuss.***

Action: All Members still outstanding

11. ANY OTHER BUSINESS

Agenda Item Reports for Meetings

The Vice-Chairman raised the subject of "reports" at meetings. Presently these are normally presented for reading at BAB meetings. He proposed that all reports for presentation at meetings (that is, at Executive, General or Annual level) should be distributed by e-mail to meeting attendees as part of the Agenda of that meeting. The agenda for Exec Committee meetings would be sent out 2 weeks (10 working days) prior to the date of the meeting; the publication of the agenda for AGM/GMs remains at 28 days prior to the meeting date. The EC unanimously agreed this proposal .

Action: All Exec Committee Members

12. DATES OF FUTURE MEETINGS

KKP Consultancy Meeting – 22 September – University of Birmingham

Executive meeting – 20 October – venue to be announced

General Meeting – 17 November - Solihull

ENCLOSURES:

1. Consultation Document on the use of Samurai Swords (Vice-Chairman).
2. Child Protection – Update Report (Lead CPO).

ENCLOSURE 1 TO THE BAB EXEC COMMITTEE MINUTES OF 14 JULY 2007**CONSULTATION DOCUMENT ON THE USE OF SAMURAI SWORDS IN AIKIDO TRAINING
REPORT BY THE VICE-CHAIRMAN**

With the increase in violent crimes using bladed weapons, the Home Office have issued a consultation document to control/ban certain weapons including Samurai Swords.

Definition: As a strict definition would be limited to a sword made during the period of samurai power in Japan, the definition has been expanded by the Home Office to "a curved, single edged sword (sometimes known as a "samurai sword"). This would therefore encompass Swords used by the Japanese military plus metal replica training swords.

It is already an offence to carry a samurai sword, or other bladed instrument, in a public place, (subject to specified defences, which include exempting weapons over 100 yrs old and therefore classed as an antique or acting on behalf of the Crown). Certain exemptions are also permitted under the Violent Crimes Reduction Act 2006, which relates to the use of such weapons in the entertainment media.

Consideration is now being given to defining samurai swords as "offensive weapons" under Section 141 of the Criminal Justice Act 1988 (Offensive Weapons) Order 1988. Whilst the Order prohibits the exposure and possession of any specified weapons, owners in possession of a sword before this weapon is added to the Order would not be committing an offence by keeping their weapons at home. They would not however be able to do anything prohibited by the order including offering the weapon for sale or hire.

The Government has already indicated that it has no wish to unnecessarily restrict or adversely impact on sporting activities, and in particular martial arts where the use of such weapons revolve around strict codes of discipline and control. This could be done by providing exemptions for specific weapons used in martial arts (on the basis of the way in which they are manufactured), or by providing general exemption for "samurai swords" used in sport. The Home Office is also mindful to provide exemptions for collectors of "genuine samurai swords".

The Home Office see three possible options:

Option 1. Do Nothing.

Clearly not an option as it is likely to send the wrong message.

Option 2. Introduce a complete ban on the manufacture, import, sale, hire, offer for sale or hire etc on all weapons known as "samurai swords".

Whilst likely to have some effect on reducing the use of these weapons, in violent crimes, it would penalise the law abiding collector of "genuine samurai swords" and those who use such weapons in martial arts.

Option 3. Introduce a ban with the exceptions, exemptions and defences.

This is the Government's preferred option. It would target those weapons most likely to be used in violent crime, whilst protecting legitimate collectors of genuine "samurai swords" and martial arts practitioners.

The Home Office had specifically sought comments from the British Kendo Association and Tokendo Societies and had invited general comments from interested parties, by the 28th May.

It was considered important that the British Aikido Board should be identified as a key player in these consultations and in view of the limited time frame the following response was made to the Home Office to highlight the Board's interest in this matter:

"The Board represents some 11,000 practitioners throughout the United Kingdom, many of whom will use "samurai swords" as part of their training regime. This can take several forms including Kata which are pre-set forms of movement; Iaido which focuses on sword drawing techniques and defensive movements against the weapon.

All of these are controlled by strict procedures and insurance constraints and the Board is considering a review of its Weapons Policy to take account of current concerns and possible future restrictions.

-- ---- --
Having read the consultation document we would strongly support the adoption of Option 3"

The Board's current policy, such as one exists, is set out in its Guidance on the Carrying of Weapons issued in 1998. At that time insurance cover did not extend to the use of live blades, but Associations were advised to seek their own cover from Insurers. The current Insurance position is:

"The BAB policies only cover the practice of Aikido, as approved by the BAB. With the exception of Iaido practice they are not prepared to provide cover where "live weapons are used" (Insurance Guidelines Clause 3.4)"

Whilst there is clearly a need to develop a policy on the use of weapons, it is not proposed to undertake this task until the results of the KKP Consultation process is known. However it would be helpful to have the views of the Board on the use of weapons in aikido training and the extent to which they should be permitted within BAB affiliated clubs.

Keith Holland (Vice-Chairman)

ENCLOSURE 2 TO THE BAB EXEC COMMITTEE MINUTES OF 14 JULY 2007

CHILD PROTECTION – REPORT BY THE LEAD CHILD PROTECTION OFFICER

General updates

- I have been contacted by Terry Gibbs from the BAA who has offered to support our CP work. His main role will be to co-ordinate the CPO Steering Group meetings. The first one is being organised for Assns with Midlands-based CPOs.
- I have worked with DF to contribute CP sections to his new DP guidelines.
- I have produced the Trips and Travel Supplement to the CP Policy.
- I have started work on the BAB Welfare Plan which would be used on any courses run by the BAB (as opposed to Assns). It is at first draft stage and I will continue to work on this with KH in readiness for the next BAB course. I have also issued this to Assn CPOs as a working document which they can revise for their own use.
- I have now collected our Bronze level plaque– Vincent will receive a letter in due course confirming the award.

CRB Checks/Case Management

- Have attended a special day's training on the proposed Vetting and Barring Board.
- Have set up a monthly listing for CPOs of all those coming through the CRB process. This is rather time consuming to administer but it's necessary so that CPOs have a recruitment pool to work from.
- CMG continues to work well. We have now undertaken around 30+ disclosure reviews. Of these around 6 or so required further investigation – and one was considered quite serious and required a more formal risk assessment and conditions to be placed upon the person coaching.
- I will be attending specialist case management training later in the year, and hope to secure another place on a later course for Francis Burgess.
- Please can we minute a reminder that all Instructors working with U18s require a BAB CRB check in place or underway in order to get PI in March 2008.
- I will work with Exec members to devise an audit method to police CRB Disclosures linked to PI.
- We need to remind CPOs that all Assn Heads and key Exec personnel including Coach Tutors require CRB checks (even if they do not require PI).
- SW and the Chairman have been assisting the police and social services with various queries and cases. These related to aikido clubs not within BAB

Coaching & Child Protection

I met with Frank after the AGM and we discussed how to move ahead with coaching as regards child protection.

CPSU do not want any CP content delivering by tutors who are not 'qualified/competent'. After discussion FB agreed that we had to address this but he did not really want to remove CP from CL1. We have several options open to us to address this:

- a) *Coach Level 1*: remove CP altogether and require coaches to attend the scUK CP workshop. This would be valuable as coaches then have a portable and nationally recognised qualification. However it makes for a more complex and costly delivery method.

- b) *Coach Level 1*: provide detailed CP content which must be delivered 'to the letter' by the Assn or BAB Tutors. This might be more relevant bearing in mind FB's plans for re-evaluating Assn Coach Tutors and creating a larger network of BAB Coach Tutors.
 - c) *Coaching Children*: we need to bring CP content in line with scUK training outcomes. I have given FB the necessary detail and I believe he is working on this. We may also look at getting national recognition for the courses – dependant on cost.
- SW is looking into getting scUK accreditation to deliver recognised CP training. This could be delivered at the annual coaching weekend (and as part of Coaching Children). It would also be the required course for CPOs and CWOs etc. Still waiting to hear back from their Business Support team on if and how we can do this.
 - SW also looking at a CPSU training pack which could be used as the basis for some CPO/CWO training. The cost is likely to be in the region of £1-200. SW is writing a proposal for CPSU and hope to gain their approval for using this delivery method.

Perkins Slade

- 10 Assns have returned their audit forms. ***Please could we minute the fact that outstanding forms need to be returned asap. Anyone with queries re this can contact me to discuss.***

Clubmark

- Brian sends his apologies and has asked me to bring the new suite of documents – these have been sent to JB for updating on the web site.
- We have 4 clubs within Shun Poo Kan gathering portfolio evidence and 2 within Tenchi Ryu West Mids.
- We still need to discuss methods of supporting Clubmark but I suggest leaving this until the governance audit meeting.

CPO Training

Now that CPOs have settled in to post we need to look at their specialist training. This may be done by CPSU. However there may be the possibility for SW to deliver this training and this is being investigated. If CPSU deliver it then we are looking at £1200+ venue – and probably we will need two sessions to train all CPOs. If Sue can deliver it then the costs will fall dramatically (venue/expenses only). Mike Narey from NAF also offered to submit details for delivering this training but to date no such information has been received.

SW is a tutor/assessor/internal verified for the CYQ – who provide OFSTED accredited Level 2 training courses for those working with children. It may be possible to offer this course too at some future date. It would be a portable, generic and nationally recognised qualification (but would be delivered with aikido specific content to ensure relevance).

Forward Planning

It will be interesting to see what comes out of the governance audit and how this may impact on our CP work. I would prefer to put any non-essential work on a bit of a back burner until this process is underway.

I will need to undertake the annual audit visits to Clubs. It may be possible to utilise the CSP network to assist with this and I will be having discussions with KKP and Brian to see if we can share resources.

Sue Ward (Lead CPO)