

## BRITISH AIKIDO BOARD

### MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON SATURDAY 1 DECEMBER 2012 AT THE HILTON NEWBURY NORTH HOTEL

<b>PRESENT</b>	V. Sumpter	Chairman
	K. Holland	Vice-Chairman
	Mrs S. Timms	Secretary
	T. Bayliss	Gen Member/Membership/Club Mark
	S. Billett	General Member/Website Officer
	N. Vaughan	Associations' Representative
	Mrs S. Ward	Safeguarding Officer
	F. Burlingham	Coaching Development Officer
	G. Cooke	Coaching Admin Officer
	Mrs M. Poole	General Member
<b>APOLOGIES FOR ABSENCE</b>	L. Cuthbert	Legal Officer
	P. Cooke	Finance Officer
	A. Holden	Associations' Representative
	M. Mercer	Media Officer
	P. Bengé	General Member
	A. Humphreys	Equity & Equality Officer
<b>IN ATTENDANCE FOR AGENDA ITEM 7</b>	Ms J. Tottman	SRA Governance & Compliance Officer

#### 1. MINUTES OF THE EC MEETING HELD ON 8 SEPTEMBER 2012 - MATTERS ARISING

The Chairman reported that P. Cooke's name had been left off the "Apologies for Absence" list.

**Item 6 – NGB Status.** The Chairman stated that he had been in telephone contact with Mark Scott (Performance Consultant, Sport Northern Ireland) who was looking at the recognition status for Aikido in NI. Mr Scott indicated that he hoped to resolve this matter shortly.

**Item 8 – Protection of Freedoms Act.** The Chairman confirmed that the legislation would have no impact on the BAB's insurance.

#### 2. NATIONAL COURSES

**Young Persons Course – 23 Sep 2012.** The report on this course submitted by P Bengé was noted. It was disappointing to note that only 2 clubs (a total of 19 students) attended this course and that none of the visiting guest instructors attended with students from their own clubs. Whilst the course was enjoyed by those who attended, it did run at a loss; as a consequence the EC agreed that changes would need to be made if future courses of this nature were to be funded by the BAB; for example, looking at regionalised venues.

**BAB Annual Course – 29 Sep 2012.** The report on the success of the course was noted. As previously agreed the cost of providing free entry to the Course for CL 2 & CL 3 qualified Coaches would be re-charged to the Coaching budget, which meant that the overall event was run at a small profit.

**Decision on BAB Annual Course – 2013.** The Vice-Chairman reported that a lot of work had been done, particularly by the Secretary, to find a suitable venue but many of the possible locations had proved to be impracticable either due to the lack of mats or the non-availability

of suitable dates. It was therefore proposed – and **agreed** by the EC – to hold the event at Warwick University, Coventry, on **Sat 21<sup>st</sup> September**. The venue was easily accessible through the motorway network and it appeared to meet our usual criteria. There were 120 “Judo Mats” on site and Kai Shin Kai had again agreed to transport mats to bring the area up to the equivalent of 200 mats. Given that in recent years the number attending national courses was approximately 100-130, it was considered that this area would be sufficient. *Vice-chairman’s after meeting note: EC Members please note the change in date from that proposed at the meeting.*

**Action: All Associations to note the date**

### **3. MEMBERSHIP & CLUBMARK**

**Membership – Aikido Sakuru.** T. Bayliss reported that Aikido Sakuru had completed their year of probation. The EC **agreed** to their now being accorded Associate Member status. Secretary to write and advise.

**Action: Secretary**

**Membership – Shoshin Aikido.** At the last meeting approval had been given to Shoshin Aikido being accepted into probationary membership subject to no objection being raised from constituent Members. Following the meeting, details were circulated to all full Members and an objection was received from the Aikido Fellowship, to whom the applicant had previously been affiliated. Accordingly, Members were informed that the matter would be re-considered at this EC meeting. However, following detailed correspondence between the Vice-Chairman and the Aikido Fellowship, their objection was subsequently formally withdrawn. There being no other objections to this application the EC **agreed** that the application be approved and Member Associations informed accordingly.

**Action: Secretary**

**Membership – End of Year Membership Totals.** The EC reviewed the status of Associations based on membership registrations to the end of October. It is likely that one or two Associations will fall below the ‘100’ registration total to remain Full Members; once the end-of-year totals are known, the Membership Officer and Secretary are asked to notify affected Associations accordingly and report changes at the next EC meeting. Where a Member has fallen below the threshold for Associate Membership status, no action should be taken without first notifying the Chairman and Vice-Chairman for advice.

**Action: Membership Officer & Secretary**

**Clubmark.** T. Bayliss informed the EC that 2 clubs have expressed interest in obtaining Clubmark accreditation; the matter is being progressed. He also reported that a number of clubs were due for renewal of their accreditation and concerns were being expressed at the value of renewing. T. Bayliss was discussing this with the National Clubmark Officer.

**Action: Clubmark Officer**

### **4. COACHING**

**Coach Tutor Day.** G. Cooke reported on the Coach Tutor day; 28 tutors attended, with 3 cancellations, and no apologies received from 8 tutors.

**Coaching Update Course.** G. Cooke reported that a 6-hour ‘pilot’ Coaching Update course would be held on 10 February 2013 at the Aikido Development Society’s dojo. It would comprise a 2-hour presentation and a 4-hour practical workshop forum. The results of the pilot, including the inclusion of a “practical element” would be reported back to the Executive Committee

**Action: CAO**

**Risk Assessment.** It was noted that the author of the Guidelines had responded positively to the issues raised by the Chairman and Vice-Chairman but there was still some concern that the process was not that easy to understand, being perhaps worded more for a business than for someone at Club level who may have little time to study the document. **Agreed** that the Vice-Chairman liaise directly with the author to seek simplification of the process/wording.

**Action: Vice-Chairman**

**Removal of Coach Tutor Accreditation.** The Chairman and Vice-Chairman to review the draft policy for this action, for presentation at the next EC meeting.

**Action: Chairman & Vice-Chairman**

**Accreditation as a Coach Tutor.** F. Burlingham stated that he was working on an appropriate training qualification package for accreditation to become Association Coach Tutors. Noted that there were now 3 applications from BAB Coaches to become Association Tutors; however, the CDO stated that he did not consider this sufficient to organise an effective course. This notwithstanding, The EC felt that Coaches should be encouraged to develop their skills and that it would be inequitable to only allow some Full Associations to have their own Coach Tutor. It was therefore **agreed** that the CDO would consider how to move this forward. As the emphasis on this qualification was more a procedural/process base than that of delivering aikido skills, it was **agreed** that in addition to the direct provision of a BAB-run course, consideration be given to:

- accepting appropriate educational training qualifications, and
- accepting alternative courses run through scUK

as being possible ways of obtaining Association Tutor accreditation.

**Action: CDO & CAO**

**Coaching Handbook.** G. Cooke stated that the current supply of Handbooks have run out and new copies with updates are being produced. G. Cooke asked if our insurance brokers could be persuaded to contribute to the cost of production; The Chairman/Vice-Chairman to raise the matter with Endsleigh at their 'renewal quote' meeting scheduled for January 2013.

**Action: Chairman**

**Case Law Paper.** It was **agreed** that the Case Law paper on incidents in Coaching across sports, prepared by the CAO, be circulated to Heads of Associations for information.

**Action: CAO**

## 5. WEBSITE

S. Billett reviewed the **website updates**:

- Site search added
- Document store for BAB policy and archive documents. Enables safe storage, editing, and retrieval of documents. 'Help' document still a work in progress.
- Revised document upload system.
- Revision of Coaching course Request Form.
- Revision of General Course list to allow for uploading of posters.
- Facebook integration on the main BAB site.
- Revision of the 'News' scroller on Home page.
- Security updates.
- EU compliance on 'cookies' added.

Items currently being worked on include:

- Online returns system.
- Associations page: Field to hold name, phone, email of Assoc secretary as a general communications address.

- Search by Club name.
- Rich Text Editor
- Security Update to Version 10.13
- Create a sub-domain and set up a controlled / integrated content management system for the Child Safeguarding Officer.

Members are reminded to click on the BAB website “Amazon” advert when ordering from this Company as this gives the BAB a small part of the Amazon ‘profit’. Webmaster will email members prior to Christmas.

**Action: Webmaster & all Members**

## 6. INSURANCE

**CLUB VENUE Registration Certificates.** Club Venue insurance registration certificates, similar to those currently used for instructor/student registrations have been produced and will be sent out in the New Year to all Association registrars, with a covering letter explaining their use.

**2013 Insurance Renewal Quote.** The Chairman explained that he and the Vice-Chairman would be meeting with insurance brokers this month and in January 2013, to ensure that the BAB was getting value for money for the 1 March 2013 renewal date.

**Insurance Guidelines.** The following amendments to the Insurance Guidelines were **approved** by the EC

- Section 6 – Insurance for Clubs – This amendment, prepared by the Chairman, explains the rationale and policy on why Association Clubs require Venue insurance. The amendment is attached as Enclosure 1 to these Minutes.
- Appendix B – Weapons Protocol – This amendment, prepared by the Vice-Chairman, concerns Clause (iii) **Training with ‘Live Blades’** where some bullet points have been re-phrased/added to accord with a more realistic and compatible approach to such practice, given the differing training regimes across Associations. Clause (iii), as approved, is attached as Enclosure 2 to these Minutes.

The Chairman will forward an updated Insurance Guidelines document to the Webmaster for uploading to the website.

**Action: Chairman**

## 7. CHILD SAFEGUARDING

### Protection of Freedoms Act

The Chairman welcomed Joy Tottman from the Sport & Recreation Alliance (SRA) to the meeting for this Agenda Item. Joy gave a most informative presentation to the meeting on the Protection of Freedoms Act and how it would affect the BAB, its Members, and Clubs where U 18s are members. The Executive was left in no doubt about the importance of this legislation and the amount of work it places on the BAB Safeguarding Officer and Association CPOs.

The SRA has been lobbying on behalf of sport to ensure that the best possible outcome is achieved for sporting organisations and child welfare. You can visit the SRA website to learn more about their work and the changes taking place with regards to CRB checks and ‘Regulated Activity’ (these changes have been covered extensively in previous minutes and briefing notes and so will not be covered again here). Members can obtain more information from their Association CPO, or from the BAB Safeguarding Officer – [sueward.cpo@gmail.com](mailto:sueward.cpo@gmail.com)

There were a few significant outcomes from Joy's presentation:

- Confirmation that the BAB is up to speed with the current process of change, and the guidance we have already issued is in line with other sports
- We do not anticipate issuing further guidance to Associations/Clubs until the new year; for the time being it is "business as usual" with regard to CRB checks.
- The changes coming due in Spring 2013 will potentially have a huge impact on the volume of work for the safeguarding 'team'. With this in mind Sue is asking for volunteers to help meet the requirements of the new legislation. The exact nature of the role is not yet determined, but it may involve assisting in the administration of 'CRB' (now DBS) (*Disclosure & Barring Service*) checks and the proposed online 'portability' system. If any member willing to help then please let Sue know by emailing [sueward.cpo@gmail.com](mailto:sueward.cpo@gmail.com)

**Action: All members**

### **Government Strategy Meeting on Safeguarding Challenges**

Sue Ward indicated that, at the invitation of the NSPCC, she would be attending a government strategy meeting in London on the 5<sup>th</sup> December. The purpose of the meeting is to set up a working party – whose work is planned to extend over several years – to look at safeguarding in the martial arts. The LSO has long highlighted the safeguarding challenges that martial arts face, examples of which are:

- the extremely 'powerful' status of instructors (no other sport requires students to kneel and bow in front of their instructor)
- the issues around governance in martial arts (multiple 'NGBs' – self-governing individuals – varying technical standards)
- issues around welfare and pain compliance/locks etc.

Sue will submit a more detailed report to the EC about this new committee. The EC suggested that this initiative, and the BAB's involvement, should be included as a 'news' item in the Aikido Times.

**Action: LSO**

**CPO Training.** Tailored training for Association CPOs is now being planned, with the first date scheduled for 16 February 2013, in Winchester. This training will be based around the NSPCC '*Time to Listen*' course and, if numbers permit, it will also be opened up to Club Welfare Officers. Invitations have already been sent out to CPOs and around 4 have booked so far. This training will also be offered at a Midlands venue later in 2013.

**BAB Safeguarding Policy.** Sue stated that she is reviewing the current safeguarding policy document and anticipates having a **DRAFT revise** ready for EC review in Spring 2013 (by which time we will more fully understand the implications of The Protection of Freedoms Act and the new Disclosure and Barring Service). Comments for consideration should be sent to [sueward.cpo@gmail.com](mailto:sueward.cpo@gmail.com)

**Safeguarding Audit.** Sue Ward is currently 'auditing' all Associations to ensure they have CPOs in place and that safeguarding provision is working smoothly in clubs. She hopes to have this completed by the end of the year.

## **8. AOB**

**Media Report.** The Media Officer reported that Facebook and the Newsletter seem to be building a bit of momentum. With regard to articles for the Aikido Times, he apologised if he had inadvertently upset any contributors by not including input from them; a decision on editing can mean that some articles can be held over for a later issue. The EC agreed that the Aikido Times was a vital vehicle to promote the BAB. It was, however, suggested that

BAB items should be given priority over any articles which were only remotely connected to aikido.

**Promotional Article.** The Chairman circulated a document prepared by the Finance Officer aimed at promoting the role of the BAB, a role which the FO felt was not currently being done. Whilst the EC supported the reasons for this item, the officers were aware that much of the information was already available on the Home page of the BAB website. They were also concerned about the publicity of so much financial information, without the need for even further information, and the need for any document published by the Board not to have any ambiguities. It was therefore **agreed** that it was not the best solution for promoting the BAB. However the meeting felt that the Finance Officer had highlighted an area where more needed to be done by the Board and **agreed** to a suggestion that a leaflet be developed highlighting its role and services – in a succinct form – which could be available for Associations, Clubs, external Agencies, and also downloadable from the website. The Vice-Chairman, who had prepared a similar document for the website Home page, volunteered to draft content for conversion into a leaflet, and to liaise with the Finance Officer to ensure that the role of the Board was fully promoted.

**Action: Vice-Chairman**

## **9. DATES OF FUTURE MEETINGS**

Saturday 23 March 2013	Executive Meeting
Saturday 11 May 2013	AGM & GM
Saturday 13 July 2013	Executive Meeting
Saturday 7 September 2013	Executive Meeting
Saturday 7 December 2013	Executive Meeting

### **Enclosure:**

1. Agreed Revisions to the Insurance Guidelines at:
  - Section 6 – Insurance for Clubs (= *total revision of Section 6*)
  - Annex B – Weapons Protocol (= revision of sub-para 2(iii))

**Insurance Guidelines (Section 6 – Insurance for Clubs) – Amendment agreed by EC**

**6.1 Introduction**

- 6.1.1 Under the terms of our civil liability insurance the BAB is required to declare to the Insurance Brokers (Endsleigh) the number of training venues in REGULAR use by Associations. *It is not necessary to declare venues used on an “ad hoc” basis.* The Brokers recognise that venues change frequently, either through closure of premises or through Clubs closing/opening throughout the year. Thus they do not require to know the specific venue details but take account of the Board’s declaration of the number of registered clubs at the time of fixing a renewal premium (presently 1 March each year).
- 6.1.2 The number of venues in use has a direct bearing on the civil liability risk assessment undertaken by the Brokers in fixing the annual premium. Thus, should the number of registered club venues increase during the year by more than 5% the BAB is required to notify the Brokers of this fact in case an adjustment to the premium is necessary.
- 6.1.3 Whilst it is recognised that most venues used by BAB Clubs will be in premises which will be covered by the owners’ own civil liability insurance, this does not negate the civil liability risk to the Club members, instructors and officers/volunteers in the event of an incident or counter claim from the venue owners.
- 6.1.4 It is therefore a mandatory requirement for Associations to register their Club venues for civil liability insurance cover, as approved by the BAB.
- 6.1.5 The Insurance Broker is Endsleigh Insurances (Brokers) Ltd. Their reference is BRAB02
- 6.1.6 The Insurer is Hiscox Insurance. The policy number is HU PI6 1731005.

**6.2 Who is Covered?**

- 6.2.1 Registered Clubs of the BAB, their officers, committee members & volunteers.

**6.3 Summary of Cover, etc**

- 6.3.1 All other detail is as described in **SECTION 5**, Insurance for Associations.

**6.4 Application / Renewal Process**

- 6.4.1 Club venues are registered, as required, on Association monthly returns presently used to notify annual instructor/student membership details to the BAB Secretary, as detailed in **SECTION 10** of these Guidelines. Renewal is due on the anniversary of initial registration.
- 6.4.2 Where a Club venue changes during the year, no additional premium is required but the new venue details should be notified on that month’s Association monthly return.

**Insurance Guidelines (Appendix B – Weapons Protocol) – Amendment agreed by EC**

**Sub-para 2(iii) Training with “Live Blades”**

- Practice should be for special classes under the direct supervision, at all times, of a qualified BAB Coach
- Qualifications for practice. As a minimum the last 12 months of practice should have included the use of wooden tantos or bokkens.
- The Coach should ensure the students always practise what is being taught and not permit any deviation during the training session.
- There should be absolute quiet on the mat by all watching students.
- There should be an atmosphere of study and concentration
- Be aware of sweaty wrists and palms, dry with a towel before practice.
- When a blade is not being used it should be placed in its scabbard, and then put securely away.
- With the exception of an organised public demonstration, those present should be limited to participants in the training session, club members, and spectators specifically invited to attend.
- The instructor shall be responsible for all persons present, whether on or off the mat.