



THE CONSTITUTION

(as revised at AGM – May 2018)

<http://www.bab.org.uk>

Copyright ©. The British Aikido Board 2018. All Rights reserved



The Constitution

This page intentionally blank



BRITISH AIKIDO BOARD

PREFACE

The British Aikido Board is an unincorporated Association.
Its Members are each contractually obliged to adhere to
'The Constitution' as set out hereunder

Authentication:

Keith Holland

Chairman

Date: 12th May 2018

CONTENTS

<i>Clause</i>	<i>Subject</i>	<i>Page Number</i>
1	Title	1
2	Aims and Objectives	1
3	Operating Principles	2
4	Membership	3 and Appendix 1
5	The Executive Committee	4 and Appendix 2
6	Election of Officers of the Board	4 and Appendix 3
7	General Meetings (including Standing Orders & Rules of Debate)	4 and Appendix 4
8	Code of Conduct	4
9	Finance	4
10	Insurance	5
11	Disciplinary & Appeals Procedures	6
12	Child Safeguarding & Vulnerable Adults	6
13	Coaching	6 and Appendix 5
14	Doping Regulations	6
15	Risk Management & Assessment (Health & Safety)	6
16	Equality & Equity in Sport	7
17	Data Protection & The Website	7 and Appendix 6

APPENDICES

1	Applications for Membership of the Board	8
2	The Executive Committee	9
3	Election of Officers of the Board	11
4	General Meetings (including Standing Orders & Rules of Debate)	12
5	Coaching	16
6	Data Protection	17



BRITISH AIKIDO BOARD

THE CONSTITUTION

1 TITLE

- 1.1 The title of the organisation shall be the British Aikido Board, hereinafter referred to as the Board.
- 1.2 All Aikido Groups and Associations accepted into membership of the Board shall hereinafter be referred to as Members.
- 1.3 'Individuals' are persons who are Officers of the Board or members of a Member Association.
- 1.4 Clubs shall be organisations or classes operating under or directly affiliated to a Member.
- 1.5 Aikido shall be deemed to refer to the Japanese Martial Art related to that founded by or derived from Morihei Ueshiba (O-Sensei).

2 AIMS AND OBJECTIVES

- 2.1 To represent organisations and their individual members practising Aikido in the United Kingdom.
- 2.2 To promote and regulate Aikido in the United Kingdom by the bringing together of Aikido Associations within the United Kingdom sharing a common aim in the further development of all types of Aikido, whilst recognising and maintaining the autonomy of its Members as recognised by the Board.
- 2.3 To act as the official governing body for Aikido in the United Kingdom and be recognised as such by all appropriate bodies and organisations.
- 2.4 To develop policies and guidance for Members appropriate to any relevant legislation which affects the mandate of the Board as a National Governing Body.
- 2.5 To liaise with other bodies concerned with martial arts, sport and other related areas, including central/local government and the media, as shall be deemed appropriate to the interests of Aikido and/or the Board.
- 2.6 To develop, administer and organise a programme for the "coach" training and registration of Members' Officers and their Aikido Instructors. (*see also Clause 3 below*)
- 2.7 To maintain a register of Members' Clubs and their individual members (e.g: students, juniors and instructors) practising or teaching Aikido. (*see also Clause 3.2 below*)

- 2.8 To administer and safeguard the assets and liabilities of the Board and to fund the activities of the Board primarily through membership subscriptions to ensure the Board's viability and future growth. (*see also Clause 3 below*)
- 2.9 To raise awareness of the value of Aikido not only as a contributor towards healthy living, but also in the development of adults, young people and children without discrimination (see Clause 16.2 for elaboration).
- 2.10 To implement such other objectives and policies as are incidental or conducive to the development or furtherance of the aims of the Board and Aikido in general.

3 OPERATING PRINCIPLES

- 3.1 **Constitutional Changes.** To adopt such Constitutional changes as may be approved by the Board. Any alteration or amendments to the Constitution shall require a two-thirds majority vote of the Full Members present and voting at a properly convened General Meeting of the Board.
- 3.2 **Insurance.** To give access to insurance, as part of registration, for Members Officers, Coaches, Instructors and Students.
- 3.3 **Membership Fees.** The Board shall set such levies for financial contributions from individuals and/or Members as it shall deem necessary for the purpose of meeting the Board's **Aims and Objectives**.
- 3.4 **Other Income Generation.** The Board may seek grant aid and other funding from outside organisations, and may implement its own fund-raising initiatives, so long as the conditions of funding shall not be in conflict with the Board's **Aims and Objectives**.
- 3.5 **Dissolution.** Upon dissolution of the Board, any funds or assets remaining after the Board's debts or liabilities have been satisfied shall be directed, as far as is possible, to its Members proportionately. The proportion for each Member to be defined as the number of individual members within an Association totalling current BAB registration certificates based on the total of returns held in the financial year prior to the meeting in which the dissolution is passed.
- 3.6 **The Interpretation Act 1978** (as amended) shall apply to this Constitution.
- 3.7 **Chairman's Executive Action**
 - 3.7.1 In an emergency, or where a matter will not reasonably wait until the next General Meeting of the Board, the Chairman, with the approval of the Executive Committee, shall seek the concurrence of the majority of the membership of the Board to a proposed course of action, for changes to the Constitution.
 - 3.7.2 In seeking to obtain the concurrence of the majority of other Trustees the Chairman must, prior to taking any action, notify all Board Members, by e-mail, of the intended action, giving them 48 hours, to submit their response, also by e-mail.

- 3.7.3 At the end of this consultation period, the Chairman is authorised to take appropriate action based on the majority view of the responses received. In the event of a majority view not being received, either for or against the proposal, the Chairman is authorised to make the final decision. Any such action, deemed necessary in the best interests of the Board, shall be reported to the next AGM or General Meeting, whichever is the sooner.

4 MEMBERSHIP

- 4.1 All **Applications for Membership of the Board**. All applications shall be treated equally and fairly, following the procedures laid down in **Appendix 1** to this Constitution.
- 4.2 Members and individuals are bound to abide by and conduct themselves according to the Constitution and its supplementary policies, procedures and guidelines.
- 4.3 There shall be 3 categories of Member, namely:
- 4.3.1 **Full**. Full Members shall be those Associations accepted by the Board, having a minimum of one hundred individual members at the time of the annual census, and meeting all other Constitutional requirements as defined by the Board.
- 4.3.2 **Associate**. Associate Members shall be those Associations accepted by the Board, as having a minimum of 50 members but less than 100 at the time of the annual census, and meeting all other Constitutional requirements as defined by the Board. For Associate Members already in membership (as at May 2012), the minimum requirement shall remain at 30 members.
- 4.3.3 **Probationary**. All newly introduced Member organisations, accepted by the Board, shall serve for 12 months in Probationary Membership. At the end of the 12-month probationary period they may be accepted by the Board into the appropriate level of Membership, subject to meeting all other Constitutional requirements.
- 4.4 Any category of Member may terminate their Membership of the Board upon written notice of their decision. Such notice shall be sent to the Board's Secretary. The resigning Member's membership shall cease without prejudice to the Board.
- 4.5 Any category of Member of the Board will have their membership terminated with immediate effect if their Association, Club or individual member insurance premiums remain unpaid three months after the date of the premiums falling due. This period of grace does not override the requirement that in order for a club or individual to practice they must be in receipt of current insurance. Any such terminations shall be reported to the General Meeting.
- 4.6 Any Member of the Board whose level of individual member registrations falls below the minimum prescribed number at the time of the annual census, as described in clause 4.3.2, will be given until the time of the next annual census to reach the specified level. Failure to do so will result in the automatic termination of membership. Any such terminations shall be reported to the General Meeting.

4.7 Except as prescribed in Clauses 4.5 and 4.6 above, a General Meeting of the Board may expel any Member that has acted in contravention of this Constitution or who, in the opinion of the Board, is guilty of such conduct as has rendered it undesirable in the interests of the Board that the Member shall remain in Membership. A resolution for expulsion must be passed at a General Meeting by at least two thirds of those present and voting. No Member shall be expelled unless and until the Member has been given reasonable notice of the meeting at which the expulsion is to be voted upon and is afforded a proper opportunity of being heard at such meetings in their own defence.

4.8 Only those organisations that are fully comprised of BAB individual members shall be recognised as being “registered” with the BAB

5 THE EXECUTIVE COMMITTEE

5.1 The objectives of the Board shall be executed by the Executive Committee, which shall be elected in accordance with the policy set out in **Appendix 2** to this Constitution.

6 ELECTION OF OFFICERS OF THE BOARD

6.1 The election of officers of the Board shall be in accordance with the policy set out in **Appendix 3** to this Constitution.

7 GENERAL MEETINGS

7.1 General Meetings shall be conducted in accordance with the policy, standing orders and rules of debate set out in **Appendix 4** to this Constitution.

8 CODE OF CONDUCT

8.1 No Member shall by act or by omission bring the Board, or Aikido, into disrepute. Members opening new clubs shall act with sensitivity and respect to other Aikido clubs existing in the immediate vicinity.

8.2 Officers of the Board or of Sub-Committees shall not be publicly criticised for their actions taken in the normal discharge of their duties. Any formal complaint shall be made in writing to the Board.

8.3 Members shall adhere to all policies passed or accepted by the Board.

8.4 Any Member contravening this Code of Conduct shall be in breach of the Board's Constitution and may be liable to disciplinary proceedings pursuant to it.

9 FINANCE

9.1 All monies raised by whatever methods in the name of the Board shall be paid into one of the official bank accounts, to be used by the Board in line with this Constitution.

- 9.2 No Member may enter into any agreement to borrow monies or otherwise incur debts or liabilities on behalf of or in the name of the Board without the express approval of the Executive Committee.
- 9.3 All Members shall make monthly returns to the Secretary with membership numbers together with the appropriate payment covering issued insurance certificates.
- 9.4 Members shall pay membership subscriptions as determined by the Board at AGM. Having due regard to the Board's running costs and inflation, the Executive Committee, on the recommendation of the Finance Officer, will determine the level of membership subscriptions, for subsequent ratification by the Board.
- 9.5 Insurance costs will be passed directly to Members by the due date.
- 9.6 The Executive Committee shall cause to be kept proper and efficient accounts of the capital funds, receipts and expenditure of the Board.
- 9.7 The income and property of the Board shall be applied solely towards the promotion of the objectives of the Board. They shall not be used for the unilateral or promotional aims of individual Members.

10 INSURANCE

- 10.1 The BAB will source and provide the most appropriate and cost-effective insurance cover as a membership benefit, providing protection against third party liability/ professional indemnity and specific personal accident claims for its Member Associations, their Clubs, officers, instructors/coaches and students.
- 10.2 **Opting Out.** Member Associations, their Clubs, officers, instructors/coaches and students cannot "*opt out*" of the BAB Insurance Policy as it is an intrinsic part of BAB membership.
- 10.3 **Additional Cover.** Where an Association considers it has a unique requirement over and above the cover provided by the BAB Insurance Policy, this additional cover should be sought directly with the insurer as the BAB does not "sell" insurance.
- 10.4 **Proof of Cover.** Employers' Liability certificates, civil liability summaries, together with a full copy of the current BAB Insurance Scheme Policy, are published as downloads on the BAB website www.bab.org.uk
- 10.5 Guidelines covering "risk management" responsibilities and considerations to be observed by Member Associations, their Clubs, officers, instructors/coaches and students, as appropriate, are also published on the BAB website www.bab.org.uk
- 10.6 **Incident and Accident Claims Reporting.** Under current Financial Conduct Authority (FCA) rules, Insurance Companies operate within strict timelines in the management and processing of claims. Associations are responsible for ensuring that they and their members comply with the requirements of the BAB Insurance Policy in reporting

incidents and submitting claims. Incident Reporting and Accident Claim Forms are published as downloads on the BAB website www.bab.org.uk

11 DISCIPLINARY & APPEALS PROCEDURES

- 11.1 A disciplinary and appeals procedure for dealing with matters concerning the Board's Members, individuals and its elected or appointed Officers, with regard to matters relevant to the interests of Aikido and any contravention of the Board's published Constitution, shall be created and reviewed by the Executive Committee.

12 CHILD SAFEGUARDING & VULNERABLE ADULTS

- 12.1 Members shall abide by the Board's approved Child Safeguarding & Protection Policy, published separately as a free-standing document. Members of the Child Protection Case Management Group (CMG) will be appointed by the Executive Committee. Any and all procedures created by the CMG will require the approval of the Executive Committee.
- 12.2 Members shall abide by the Board's approved Vulnerable Adults Policy, published separately as a free-standing document.

13 COACHING

- 13.1 The Board is committed to improving and promoting coaching through the training and development of all Members' Instructors. The Executive Committee shall recommend, for ratification at a General Meeting, the coach training system to be operated by the Board and its Members. The over-arching Coaching policy is set down in **Appendix 5** to this Constitution.
- 13.2 Additionally, comprehensive guidelines are published separately in the Board's **Coaching & Club Handbook**.

14 DOPING REGULATIONS

- 14.1 The Board will abide by the Anti-Doping Control Regulations as approved by Sport England. These regulations will be mandatory for all Members who undertake Aikido as a competitive sporting activity.
- 14.2 The list of banned classes of substances, which is in force at any given time, shall be that used by the International Olympic Committee's Medical Commission.

15 RISK MANAGEMENT & ASSESSMENT (HEALTH & SAFETY)

- 15.1 The Board is committed to a Risk Management strategy which ensures that Aikido practice within the dojo is conducted in a safe environment and complies with Government Health & Safety Regulations as contained in the BAB Risk Management Guidelines.

16 EQUALITY & EQUITY IN SPORT

- 16.1 The Board endorses and fully supports the sentiment of the statement made within the Council of Europe Charter which states that:

Sport is the inalienable right of every person and should be kept free of any kind of discrimination on the grounds of religion, race, gender, age, political or social status, or disability.

- 16.2 Subject to the practical constraints of health and safety, the Board has a desire and a duty to provide services fairly and without discrimination. The Board is fully committed to the principles of equality of opportunity and will devote energy and resources to the achievement of this aim. The BAB is responsible for ensuring that no participant, volunteer, or member of an Association receives less favourable treatment on the grounds of age, gender, disability, ethnic origin, race, colour, parental or marital status, social or class background, nationality, sexual preference, or religious or political belief.
- 16.3 Detailed information on the Board's and Members' responsibilities and attendant considerations in respect of Equality and Equity in Sport, and thus in Aikido, is published separately in the Board's **Equality Policy**.

17 DATA PROTECTION & THE WEBSITE

- 17.1 **Data Protection.** The Board is to comply with the Data Protection Act 1988 and any amendments thereof. All Members are responsible for the effective implementation and policing of data handling to comply with the Act. The Board's policy is set out in **Appendix 6** to this Constitution. Supplementary information and guidance is contained in the Board's **Information Security Policy**, published separately.
- 17.2 **The Website.** The Board's website www.bab.org.uk shall be operated in compliance with the Data Protection Act 1988. Website Policies covering **Privacy, Terms and Conditions of Use, and Using the Website Forum** are published in a separate document.

APPENDICES:

- 1 Applications for Membership of the Board
- 2 The Executive Committee
- 3 Election of Officers of the Board
- 4 General Meetings (including Standing Orders & Rules of Debate)
- 5 Coaching
- 6 Data Protection



APPENDIX 1

APPLICATIONS FOR MEMBERSHIP OF THE BOARD

- 1 Formal requests for Membership of the Board shall be referred to the Membership Officer, who is to provide the applicant with the appropriate application forms and full details of the Board's requirements for membership.
- 2 Upon receipt of the completed application, the Membership Sub-Committee shall consider the Applicant and the information provided and may undertake a visit(s) to ascertain further information relating to the applicant's modus operandi.
- 3 On completion of the Sub-Committee's investigation, the Membership Officer shall submit their formal recommendation to the Executive Committee, who is empowered to give the initial approval on an application on behalf of the Board.
- 4 Details of applications approved by the Executive Committee shall then be posted to all Full Members, who shall have 7 days in which to exercise their right to request a veto (as set out in **Appendix 4**).
- 5 Where no objection is received the Membership Officer shall then, in writing, inform the Applicant of the Board's decision to approve their appointment as a Probationary Member, for one year. During this time the new Association will be required to ensure that all instructors hold/obtain full BAB coaching qualifications.
- 6 At the end of the probationary period the Membership Officer will submit a further report to the Executive Committee.
- 7 The Board's decision relating to applications for membership from new groups shall be final.

APPENDIX 2

THE EXECUTIVE COMMITTEE

- 1 Executive Committee Meetings shall be held at least 3 times a year.
- 2 If the Chairman is not present within 15 minutes after the time at which the meeting is due to start, the Vice-Chairman shall take the chair.
- 3 A quorum for any Executive Committee Meeting shall be at least 4 of the total number of Elected Officers. In the event of a meeting not being quorate, a note of the meeting and its recommendations shall be submitted to the next meeting for ratification.
- 4 The members of the Executive Committee shall be:
 - 4.1 **Elected Officers**, who are the **Trustees of the Board** and shall hold their office for a 3-year term, in rotation. They shall have independent voting rights at Executive Meetings; they are:
 - Chairman
 - Vice-Chairman
 - Secretary
 - Finance Officer
 - x General Members
 - 4.2 **Elected Principals/Heads of Association**, two of whom shall be elected at AGM to serve for one year terms in rotation with other Principals/Heads of Association. They shall have independent voting rights at Executive Meetings.
 - 4.3 In addition the Executive Committee shall be supported by **Appointed Officers**, who shall be individuals appointed by the Executive Committee to fulfil roles where the skills required are either specialised or short-term, and where it would not be in the best interest of the Board to have to elect them for a fixed 3-year period. Appointed Officers attend Executive Meetings on an “as required” basis, but shall have no voting rights. They shall fulfil their role until their services are no longer required by the Board and/or Trustees, or the individual wishes to relinquish the appointment. The Examples of appointed officers listed below are neither definitive nor exhaustive:
 - Coaching Development Officer
 - Coaching Administration Officer
 - Lead Safeguarding Officer
 - Membership Officer
 - Media Officer
 - Legal Officer
 - Corporate Governance Officer
 - Equality & Equity Officer
 - Resoures Officer
 - Webmaster

- 5 An **Elected Officer** may also fulfil a specialist appointed officer role where this would not conflict with his/her elected officer duties.
- 6 The Executive Committee may co-opt, as required, individuals, with specialist knowledge or skills; they will be non-voting members when attending meetings.
- 7 The Executive Committee shall be empowered to elect or co-opt individuals to form sub-committees. Such sub-committees shall implement Board/Executive Committee policy and deal with the day-to-day running and organisation of their specified areas of responsibility. The Chairman and Vice-Chairman shall be ex-officio members of all sub-committees with the remit that each or both may attend such Committees whenever it is deemed necessary or appropriate.
- 8 The Trustees, at their discretion and after seeking appropriate and independent advice, shall be empowered to invest the Board's monies to the benefit of the Board.
- 9 At least 7 days' notice of the date, the venue and agenda of meetings shall be given, in writing, to all members of the Executive Committee.
- 10 Minutes of Executive Committee meetings shall be circulated to Members of the Board, via their nominated representative(s).
- 11 In an emergency, or where a matter will not reasonably wait until the next ordinary meeting of the Executive Committee or General Meeting, the Chairman – with the concurrence of the majority of the Trustees – may take such action as he/she deems necessary in the best interests of the Board. Such action shall be reported to the next Executive Committee or General Meeting, whichever is the sooner.
- 12 In seeking to obtain the concurrence of the majority of other Trustees the Chairman must, prior to taking any action, notify all Trustees, by e-mail, of the intended action, giving them 48 hours, to submit their response, also by e-mail.
- 13 At the end of this consultation period, the Chairman is authorised to take appropriate action based on the majority view of the responses received. In the event of a majority view not being received, either for or against the proposal, the Chairman is authorised to make the final decision.
- 14 For record purposes, a central database of current policies will be maintained.
- 15 The Executive Committee shall uphold the Constitution of the Board.
- 16 The Executive Committee shall not be liable for any action taken on behalf of the Board which is in accordance with the Constitution.

APPENDIX 3

ELECTION OF OFFICERS OF THE BOARD

- 1 Nominations for election/re-election as Officers of the Board are to be notified to the Secretary at least six weeks before the date of the AGM at which the election will take place. Nominations notified to the Secretary after that date will be void.
- 2 A candidate, or the 'in-post' elected officer, wishing to seek election may produce a critique stating their name, the position applied for, and any other relevant information that may assist their application. The document shall be no larger than one side of an A4 sheet. This critique may be sent to the Board's Secretary for distribution to all Members; it can be submitted at any time up to 6 weeks prior to the AGM.
- 3 A nominated candidate will be offered the opportunity to speak at the AGM for no longer than five minutes.
- 4 Voting rights will be pursuant to the Board's Full Membership, as defined in this Constitution.
- 5 Postal votes will not be permitted.
- 6 Where there is more than one candidate for a post, voting forms will be distributed at the meeting to each Full Member and Trustee present, showing the post for election, the Candidate's name, the Candidate's Member Association and an instruction to place a cross by their preferred choice. Where there is more than one post up for election, Members and Trustees can vote once in each election for each elected position. In the event of only one nomination a vote may be taken by a 'show of hands'.
- 7 Two Executive Committee officers will count the votes.
- 8 Any spoilt or abstaining ballot papers will be announced, and discarded. This will be followed by announcing the total of valid votes for each candidate.
- 9 A simple majority of those present and voting will decide the election.
- 10 **Removal from Post.** In the absence of a voluntary resignation from post, a written request from a Member that an Officer should stand down, which is supported in writing by twenty-five per cent of Members (i.e. Full and Associate Members), shall be discussed at a Board Meeting convened for that purpose. Such a motion shall succeed by a clear two-thirds majority of all Full Members attending and voting.

APPENDIX 4

GENERAL MEETINGS (INCLUDING STANDING ORDERS & RULES OF DEBATE)

Policy, Procedures & Purposes

- 1 An Annual General Meeting (AGM) shall be held between the beginning of April and the end of June each year.
- 2 At least 28 days' notice of the date, venue and agenda of an AGM shall be given to the Board's Officers and Members' nominated representatives.
- 3 The purposes of the AGM shall be:
 - To approve the Minutes of the last AGM and deal with any matters arising therefrom.
 - To approve the independently examined accounts of the previous year.
 - To appoint a qualified independent examiner for the coming year.
 - To receive the reports from Officers for the preceding year and, where necessary, deal with any matters arising there from.
 - To notify which Officers are due for election at the following AGM
 - To elect Officers for the current year. Nomination forms are to be sent out with the Minutes of the previous General Meeting and are to state clearly the latest date for return to the Secretary.
 - To approve changes to the Constitution.
- 4 Each Member may nominate a maximum of two representatives who may attend the General Meetings of the Board and be entitled to contribute to discussion on Agenda Items. There will be one vote per Full Member. Other interested parties may attend with the prior written approval of the Chairman.
- 5 Members may appoint or revoke the appointment of their representatives at their discretion. Changes in representatives should be notified in writing to the Board's Secretary before a General Meeting.
- 6 Members' representatives may be additional to those individuals holding an elected or appointed position on the Board.
- 7 Meetings of the Board will be called at the discretion of the Executive Committee subject to calling a minimum of 2 meetings a year, one of which shall be the AGM.
- 8 General Meetings shall be attended by the Board's Officers.
- 9 Members or Officers wishing to raise an item on the agenda of a General Meeting shall send details, in writing, of this to the Board's Secretary at least 35 days before the date of the meeting.

- 10 Emergency items may be raised under "Any Other Business" at the end of any General Meeting other than the Annual General Meeting. The Secretary shall be notified, in writing, of such items before the start of the meeting. The Chairman shall have absolute discretion to permit the inclusion of items so raised and may consider it appropriate to defer the item to the next meeting or for consideration by the Executive Committee.
- 11 The venue, date and time of General Meetings shall be determined by the Executive Committee.
- 12 A quorum for any General Meeting shall be at least one third of the total number of Full Members. In the event of a meeting not being quorate, a note of the meeting and its recommendations shall be submitted to the next meeting for ratification.
- 13 Voting at General Meetings shall be carried by a simple majority of the Full Members and Trustees present, save for where a Trustee already holds a Full Member vote, and except where herein provided (*see also Clause 17 below*).
- 14 A Full Member's representative may seek a veto on the discussion of a subject if he/she feels inadequately briefed to represent that Member's interests on that subject. Any request for a veto will be at the discretion of the Chairman. If a veto is allowed the subject shall be re-introduced at the next General Meeting, at which no further veto by any Member, concerning that subject, may be used.
- 15 A Full Member shall have the right to call an Extra-ordinary General Meeting where they have the written support of at least 25% of the Full Members. The written request, with supporting signatures, is to be submitted to the Board Secretary and is to state clearly the specific item for discussion.

Standing Orders

- 16 If the Chairman is not present within 15 minutes after the time at which the meeting is due to start, the Vice-Chairman shall take the chair. Should both the Chairman and Vice-Chairman be absent, a Chairman for the meeting may be chosen from and by those Full Members present.
- 17 The Chairman shall have a casting vote in the case of a tie.
- 18 Full Members present and attending a meeting shall be entitled to one vote on each motion raised. No vote will be received from a Full Member who is not present at the meeting.
- 19 Associate and Probationary Members shall not be entitled to a vote.
- 20 The Chairman shall ensure that all who vote are entitled to do so, and shall supervise the counting of the votes.
- 21 An abstention shall not count as a vote.
- 22 A meeting may be adjourned by a resolution passed by two-thirds of those Full Members present and voting. At the reconvened meeting, only topics on the original agenda may be discussed.

Rules of Debate

- 23 Any person eligible to speak shall address the Chairman of the meeting. If more than one person wishes to speak, the Chairman shall decide on the order of speakers.
- 24 A motion shall be put in writing, or minuted by the Secretary at the time it is raised in the meeting, before a vote is taken.
- 25 A motion shall not be voted upon unless it has been seconded.
- 26 When an amendment to a motion has been proposed and seconded, no further amendment may be moved until the former has been disposed of. Notice that a further amendment is to be moved must be given without comment other than to outline the further amendment in general terms.
- 27 If an amendment is defeated, any further amendment may only be accepted if it is substantially different to the previous amendment.
- 28 The proposer of a motion may signify that he/she is willing to accept an amendment but at the Chairman's discretion debate may continue.
- 29 Any Member attending a meeting may, at the end of another person's speech, move without comment that:
either: the question now be put
or: that the debate be now adjourned until the next meeting
or: that the meeting proceed to the next business
or: that a time limit be put on the debate
- 30 If such a motion be seconded, the Chairman shall immediately put it to the meeting.
- 31 If such a motion be passed, the Chairman shall so direct the meeting. If the motion is defeated, it is at the Chairman's discretion whether he will accept a further motion relating to that subject of debate.
- 32 Any Officer or Member's Representative may seek the Chairman's ruling on a point of order. Such a request shall be dealt with before the debate is resumed and before any new business is introduced.

Declaration of Interest

- 33 Any member of the Board, Executive Committee or appointed Officer who has a business or personal interest in a matter, who attends any meeting of the BAB at which the matter is considered, must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. Any declaration shall be recorded in the minutes of the meeting.
- 34 Any person disclosing such interest shall withdraw from the meeting whilst the matter is under discussion unless he/she has obtained dispensation from the Chairman of that meeting to remain.

- 35 In the event of the Chairman of the meeting requiring such dispensation he/she shall require the consensus of the majority of members present at the meeting to indicate their agreement to such dispensation.
- 36 Any person remaining under such dispensation shall not:
- a) seek to improperly influence any decision, at the meeting, about the matter.
 - b) participate in the decision-making/voting process on that matter.

APPENDIX 5

COACHING

Coach Tutor

- 1 BAB Coach Tutors shall, through external assessment and moderation, adhere to standards set by sports coach UK (scUK) and Sport England. They shall undergo continuous professional development (CPD) to maintain their status and qualification.

Coaching Qualifications

- 2 Holding of a BAB-approved Coaching qualification shall be mandatory for all “active” instructors. There are 3 levels:
 - Coach Level 1 (CL1)
 - Coach Level 2 (CL2)
 - Coach Level 3 (CL3)
- 3 The Board approved pathways for obtaining these are:
 - CL1 – via BAB or Association Tutor
 - CL2 & 3 – via BAB Tutor and scUK
- 4 Whilst a coaching certificate is personal to the individual as a sign of their achievement its use or promotion, in any form, is only valid whilst the holder is registered with the BAB.

First Aid – Coach “Duty of Care”

- 4 A sports-related First Aid qualification is **not** a mandatory Board requirement; however, Members are strongly advised to **ensure** that all their coaches are First Aid qualified and trained. It should be understood that coaches are responsible for First Aid provision within their dojo under their “duty of care” for all practitioners. It is the duty and responsibility of all coaches to ensure that adequate provision is made for first aid cover and that regular dojo risk assessments are carried out to minimise serious injury.
- 5 Any First Aid award must be accepted by the dojo provider.

Coaching & Club Handbook

- 6 Comprehensive coaching guidelines are published separately in the Board’s **Coaching & Club Handbook**.

APPENDIX 6

DATA PROTECTION

- 1 The Board is committed to abide by the Data Protection Act 1998 and any amendments thereof and is registered with the Information Commissioner's Office (ICO), formerly the Office of the Data Protection Registrar.
- 2 The legal responsibilities of the Board and its Members are detailed in its **Information Security** Policy. This policy is produced as a separate document and documents the processes by which the Board and its Members are required to control both personal information and information forwarded for the public domain.
- 3 As soon as any failure in compliance with the Data Protection Act 1988 is noticed, Members are obliged to put in place such amending procedures as may be required to ensure future compliance. Any Member, failing to abide by the rules governing Data Protection may be subject to the Board's disciplinary procedures.
- 4 Before a Probationary Member can become a Full or Associate Member, they must have put in place data protection procedures that comply with the Board's Information Security Policy and the Data Protection Act 1988.
- 5 Where the Membership Sub-Committee holds any data on Associations wishing to apply for Membership, this data is to be held purely for the period of application and/or probation, after which time it will, in the case of acceptance, be forwarded to the Board's Secretary for safekeeping or, in the event of refusal, be returned to the applicant or destroyed.
- 6 Each Member is required to register a nominee to act as their Association Data Protection Officer (ADPO) using British Aikido Board Data Protection Form 1. The ADPO is required to create an Association data-handling procedure which is in compliance with the Data Protection Act 1998 and, to identify if the Association is exempt from being on the Information Commissioner's Register of Data Controllers. The Head of the Association and the ADPO must then complete either BAB Data Protection Form 3 (registration exemption) or Form 4 (already registered) in order to confirm that the process is in place and will be abided by.
- 7 Any change in a Member's ADPO or Association Head will require the completion of replacement forms, available from the Board's website.



This page intentionally blank