



British Aikido Board



MINUTES OF MANAGEMENT COMMITTEE MEETING Held at 6 Halkingcroft, Slough, Saturday 10 January 2004

PRESENT V. Sumpter (Chairman)
R. Reynolds
Mrs S D Timms
P. Cooke
B. Jones
G. Cooke
J. Burn
T. Bayliss
D. Foster
D. Burke

1. REVIEW OF MINUTES OF LAST MEETING

No matters arising, as all action points were Agenda Items

2. ELECTION AND APPOINTMENT OF OFFICERS

- a) Vice Chairman - In accordance with the Constitution, Vice Chairman is due for re-election, and R. Reynolds has indicated that he is willing to stand. Nomination papers will be circulated in order that anyone else who wished to stand could be nominated.
- b) Press Officer - there were two interested parties initially, but only one is now applying for this position, namely Keith Morgan. K. Morgan has corresponded with the Chairman outlining his proposals for marketing the BAB etc. After discussion P. Cooke proposed, seconded by D. Burke, that Keith Morgan be invited to join the Management Team as Press Officer, and this was duly agreed by the meeting.
- c) The Chairman welcomed to the meeting Denis Burke as the new Child Protection Officer for the BAB. D. Burke then advised that he was in the process of producing proposals and guidelines for consideration, and these will be put before the Management Team at the next Management Committee Meeting.

3. INSURANCE

J. Phelps advised that Perkins Slade were still reviewing this years' costs and will not have the information until later in the month.

D. Burke referred to the question of live blades. It was agreed that the relevant pages in the guidelines would be amended, and anyone wishing to include live blades in their practice should take out separate insurance to cover this.

The Chairman advised that he had had correspondence with an alternative Insurance Company and reviewed their proposals. J. Phelps was asked to compare the quote with that for Perkins Slade and use the information in getting the best quote from Perkins Slade

ACTION: J. Phelps

4. **FINANCE**

P. Cooke advised that no figures were yet available, but he will be formulating draft accounts prior to the annual Audit, which will take place beginning of February.

ACTION: P. Cooke

5. **CORPORATE ID AND WEBSITE MATTERS**

J. Burn reminded the meeting that any reports, guidelines etc should be sent to him prior to circulation, so that he can make sure they comply with the BAB's Corporate ID.

6. **COACHING UPDATE**

B. Jones reviewed the outcome of the Tutors weekend which was held in September 2003. He advised that 5 Association Tutors successfully qualified, and 5 NCF units were also successfully completed. He reviewed the Coach Levels 1, 2 and 3 and after discussion it was agreed that these new levels of coaching would be adopted. Information is available on the BAB's website, and the appropriate coach levels will now be recorded on all certificates.

The coaching manual is still in the process of being approved. G. Cooke is sending a letter to all CLO's, Principal Coaches and Tutors regarding the changes in the Senior Coach qualification.

ACTION: G. Cooke

7. **DOCUMENT STRUCTURE UPDATE**

This document was circulated with the Minutes of the last General Meeting held on 11 October 2003. So far no feed back has been received. The Chairman asked for input to provide "skeleton structures" and "flesh on the bones" for those documents which are still just "titles".

ACTION: All (including Members)

D. Burke stated that Child Protection should be a policy rather than a guideline. It was agreed that a number of Working Practices and Guidelines would ultimately become policies and be included in the Constitution.

8. **NATIONAL COURSE 2004**

S. Timms reported that she had visited Lilleshaw Sports Centre and found the facilities to be satisfactory. Arrangements for the Dinner on the evening of the course were in hand, and she advised that anyone wishing to book a place should do so soon, as there were only 54 places available at a cost of £16.95 per head.

Nomination forms for instructors are being sent with these Minutes and names should be forwarded by the **AGM on 27 March**

At last year's course there was a demonstration by children with disabilities which proved to be a great success. It was suggested that a similar event should take place this year and Associations are invited to recommend any juniors who they think would be interested.

ACTION: All Members

9. SPORT ENGLAND "CLUBMARK" SCHEME

Following J. Phelps report on proposed "Clubmark" criteria laid down by Sport England, S. Timms duly contacted Sport England and details of the proposed scheme are attached to these Minutes for discussion at the General Meeting on 27 March.

10. ANY OTHER BUSINESS

The method of restructuring the procedure for applications from new members was discussed and it was agreed to increase the administration fee to £40.00 and introduce a joining fee of £100.00. New members would also need a coach course to enable them to obtain Insurance, and a charge at the normal Member rate will be made for this.

ACTION: T. Bayliss

The CCPR are holding their 5th Annual Governing Body Chief Officers Convention and it was agreed that the Chairman should attend.

ACTION: V. Sumpter/S. Timms

11. DATES OF NEXT MEETINGS

Management Meetings	8 May 2004 11 September 2004
General Meetings	27 March 2004 16 October 2004