

BRITISH AIKIDO BOARD

MINUTES OF GENERAL MEETING held at Solihull F.C. on Saturday 11 October 2003

PRESENT:	V. Sumpter	(Chairman)
	R. Reynolds	(Vice Chairman)
	Mrs S D Timms	(Secretary)
	P. Cooke	(Finance Officer)
	B. Jones	(Coaching Dev. Officer)
	Miss J Phelps	Aikido Fellowship
	A. Roberts	U.K.A.
	P. Smith	U.K.A.
	J. Forster	Komyokan Aikido Assoc
	D. Burke	Isshinkai Association
	Miss C. Green	U.K. Shin Gi Tai
	K. Morgan	U.K. Shin Gi Tai
	T. Bayliss	Seijitsu Aikido Ryu
	P. Marsh	Seijitsu Aikido Ryu
	Mrs S Baird	Lancashire Aikikai
	B. Spence	Lancashire Aikikai
	J. Burn	Yama Arashi UK
	G. Cooke	Yama Arashi UK
	P. Holding	B.A.A.
	Ian Grubb	British Aikikai
	M. Hayes	British Ki Society
	R. Gardiner	British Ki Society
	P. Burgess	British Ki Society
	S. Sharpe	A D S
	D. Bishop	A D S
	G. Cotton	Iwama Ryu GB
	K. De-loyde	Iwama Ryu GB
	G. Aisbitt	Kobukan Aikido Assoc
	D. Rubens	Meidokan Y.A.F.
	G. Masters	Ken Shin Kai
	Mrs D Masters	Ken Shin Kai
	W. Kolesnikov	K.S.M.B.D.A.
	D. Dimmick	N.A.F.
	P. Mitton	Furoryu
	D. Kronenberg	Furoryu
	K. Robertson	U.K. Aikido Union
	A. Yates	BYAF

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from C. Wallace (LA), D. Yates (BAF), D. Foster (Data Protection Officer), N. Dixon (Shin Gi Tai), Mr & Mrs Poole (Shinwakai), M. Bent (Welsh Aikido Assoc), B. Stockwell/S. Ward (Tenchi Ryu).

However there were no apologies received from: Aikido Circle, Aikido Research Federation, Devon Aikido Association, and UKAF.

2. MINUTES OF PREVIOUS MEETING

The Chairman reviewed these minutes and was then authorised to sign the minutes as a true record of that meeting.

3. MATTERS ARISING THEREFROM

As most of the items minuted were to be discussed at the meeting, there were no matters to discuss.

4. MANAGEMENT COMMITTEE INTERIM REPORTS

The Chairman presented his interim report. Interim reports were then received from other members of the Management Committee present. A copy of each report is attached to these Minutes.

5. INSURANCE

J. Phelps reviewed the Insurance Guidelines which she had produced, and stated that each Association would be allocated two copies. She strongly urged that these guidelines should be read very carefully, and if there were any problems with understanding the various sections, E-mails would be welcomed and she would try and respond to each individual question.

Jayne indicated that she is also looking into various other aspects of the insurance cover.

a) Employers Liability at Association Level. She briefly advised that if anyone was carrying out a task for their Association, paid or unpaid, that person was effectively employed.

b) Cover for clubs, which was also being looked into for best value

P. Cooke drew attention to Page 18 of the guidelines re live blades, and stated that he was not comfortable with the wording, and it was agreed that this would be looked into at the next Management Committee meeting in January.

ACTION: Man.Committee

The Chairman then stressed that it was the Associations responsibility to read the guidelines and ensure that all their members were aware of the contents.

It was also emphasized that all Associations should ensure - as "best practice" - that every club within their Association has an Accident Report Book, and a copy of an Incident Notification Advice form was made available to the meeting. A further copy will be circulated with these Minutes. However it must be pointed out that the Personal Accident Claim form (Perkins Slade) should still be used for member to member claims.

6. NATIONAL COURSE

S. Timms reported that the National Course at Leeds this year was well attended with a good feeling during the day.

A suggestion was made some time ago for an Annual Dinner either before or after the National Course. In previous years a number of participants had met up the night before the course and had dinner together, which was a great success.

The Chairman then asked the meeting for their views on holding a Annual Dinner on the Friday night before the course; a show of hand showed a majority in favour.

ACTION: Secretary

The National Course 2004 will be on 2 October, at Lilleshaw Sports Centre in Shropshire

and a visit will be made to finalise the arrangements. S Timms thanked Iwama Ryu GB for providing the initial information on this venue, since they are holding an important course there in March 2004.

ACTION: Secretary

7. COACHING

B. Jones reported that G. Cooke has revised the Coaching Manual, which was a long process since there were a lot of changes currently taking place. All previous reference to Data Protection, Insurance, Child Protect etc have been stripped out of the original document, and it is envisaged that separate booklets will be issued to cover these other topics. He commented on the success of the recent Coach Tutors weekend, which took place 26/27 September and commented that a lot of work was achieved.

It is proposed to hold the next Coach Tutor Training weekend and Sports Coach Courses for L2 and L3 IN BIRMINGHAM ON 25/26 SEPTEMBER 2004.

B. Jones stated that at the Coach meeting following on from the General Meeting, he will outline fully the new Coach Levels 1, 2 & 3 and answer any queries.

F. Burlingham requested clarification on the Assistant Coach award, as he stated that he was unaware of the new structure.

The Coach Team's full report will be attached to these Minutes.

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8. FINANCE

P. Cooke advised that he had carried out a half year audit on the BAB's finances and reported that as of the end of August the Board had made a very small profit, but he warned that this may not be sustained since there is still another 4 months of expenditure over income to the end of the year. That said, the Board is financially sound.

CORPORATE I D

The Chairman stated that the Board should have a Corporate I.D. This will be discussed further at the next Management Committee meeting.

ACTION: Management Committee

J. Burn, Communications Officer reviewed his Report, a full copy will be sent out with the Minutes.

J. Burn reported that he was still waiting for quite a number of Association's history, and stated that he will not change any wording currently posted on the web site unless he had received a signed notification from the Head of the Member Association or his bone fide representative. He also pointed out that he had moved house 2 years ago, but felt that forms and correspondence were still being sent to his old address - from which they are not forwarded by the post office.

9. APPOINTMENT OF A CHILD PROTECTION OFFICER

The Chairman commented that the Board needed someone to act as Child Protection Officer. The Secretary identified D. Burke, Isshinkai Association, as a possible candidate.

When questioned, D. Burke confirmed that he had experience in this field and was approved by the CRB. P. Cooke proposed that D. Burke be appointed as the BAB's Child Protection Officer, and this was seconded by G. Cotton. The proposal was carried unanimously.

The Chairman then pointed out that every Association should have a Child Protection Officer in addition to the Board appointment.

10. DOCUMENT STRUCTURE

B. Jones reviewed this paper, which had already been circulated with the Agenda, and referred to the headings marked with an asterisk. The Chairman

asked if any Member could identify anyone within their Association with specialist knowledge who might be willing to flesh out these particular subjects. Nomination to S. Timms please

ACTION All Member Associations

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11. ANY OTHER BUSINESS

J. Phelps and R. Reynolds attended a meeting hosted by the Birmingham Sports Council. It was primarily for West Midlands, but Jayne identified that some of the issues would ultimately affect the BAB, i.e. funding and increased responsibility for Governing Bodies.

Jayne indicated that Andrew Kerr (Director of Leisure Culture for Birmingham Sports Council), stated that clubs operating in the West Midlands area would not be able to access local funding or use local authority premises unless they not only belonged to a Governing Body, and had the appropriate qualification but also needed to be "clubmark" accredited.

"Clubmark" is a quality standard that clubs may attain by proving they meet the following criteria.

Duty of Care & Child Protection,
Coaching and Competition,
Sports Equity and Ethic,
Club Management

The way it works is that the BAB would need to incorporate the Clubmark criteria laid down by Sport England into development and accreditation programmes, clubs would then gain accreditation through the BAB. Jayne felt that we have probably already met most of the criteria.

The Secretary was asked to contact Sport England for details of the proposed scheme, and obtain a source pack for discussion at the next Management Committee Meeting.

**ACTIONS: Secretary &
Management
Committee**

T. Bayliss stated that Kobayashi Aikido Association had complied with all the requirements and recommended that they be invited to join the BAB. Their first year will be probationary.

S. Timms reported that she had received notification from Washi Aikido Federation that they wished to resign from the BAB with effect from 1 October 2003.

12. DATE OF NEXT MEETING

Date of next meeting, which will be AGM followed by General meeting, is **27 MARCH 2004.**