

MINUTES OF THE BAB MANAGEMENT COMMITTEE MEETING
held at the Newbury North Hilton on
Saturday 19 November 2005

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

1. APOLOGIES FOR ABSENCE

Apologies for absence received from B. Jones

2. COACHING

G. Cooke advised that the Coach Tutor weekend of 1 & 2 October had been successful and that all the coach tutors had passed. However the instructors who attended the level 2 course have not been advised of their results. B. Jones to implement as soon as possible.

ACTION: B Jones

T. Bayliss suggested that a handout/explanatory paper should be issued to instructors attending coaching courses for their future reference.

ACTION: G Cooke

3. CHILD PROTECTION & CRB CHECKS

D. Burke reported on the meetings he had had with Elizabeth Hubbard of the Media Group who have been asked to administer the CRB checks on behalf of the BAB. Before the BAB signs the TMG agreement, it was agreed that this should be looked over by a Solicitor. Two signatures are needed and this will be undertaken by the Chairman and the Treasurer.

ACTION: Chairman

D. Burke recommended that the BAB should have a dedicated telephone line to the TMG Office managing our CRB checks. This would be hotline for use by Members as TMG would deal with queries on behalf of the BAB and its membership. Denis Burke would not – nor is it intended that he should be – the first port of call on CRB check specific queries. The cost will be the quarterly line rental. The Treasurer indicated that this was not an unreasonable expense in the circumstances.

ACTION: D Burke

It was agreed that all registered coaches who hold PI insurance – **and who teach children (under the law a student is a child until they reach their 18th birthday)** – should be CRB checked. The cost of CRB checks for over 90% of our instructors (that is those who do it on a volunteer basis) will be a basic £7.50. Only those instructors who teach aikido professionally for a living will be required to pay the higher rate of £42.50.

It has been brought to the Board's notice that some instructors who are employed by local councils/leisure centres have already been CRB checked, and their Member groups had questioned why it was therefore necessary for them to be re-checked. D. Burke pointed out that these instructors, if teaching outside their local council/leisure centre, will not have the necessary BAB CRB check covering them for teaching aikido in other venues; to be able to do so, they will need to be checked through the BAB (TMG) scheme.

ACTION: ALL Members to Note

D Burke pointed out that, as part of the overall CRB package, the BAB must strengthen its Disciplinary procedures to cover child protection issues; this would include the formation of a Child Protection Case Management Group. It is understood that the NSPCC may be able to provide training workshops for the Case Management Officers.

**ACTION: D. Burke
& Chairman**

All Member Associations are reminded of the need to appoint a Child Protection Officer; Only 4 Associations have thus far responded to the CPO's letter of 28 October and submitted details of their appointed a CPO. The meeting date of 25 Mar 06 is confirmed. A copy of this letter is appended as **Enclosure 2 to these Minutes**.

ACTION: All Members

D. Burke advised that, as part of the Child Protection Implementation Plan, there was still a great deal of work to do. He asked for assistance from the membership in providing him with a Deputy/Assistant. Please canvas your membership for possible volunteers.

ACTION: All Members

4. **DATA PROTECTION**

D. Foster advised that according to his records the Aikido Research Federation no longer have a Data Protection Officer. T. Bayliss agreed to look into this and report back.

ACTION: T Baylis

The Chairman was handed a copy of the policy document "**Data Protection Guidelines for Member Associations**" completed by the DPO in April 2005 and which now underpins the data protection measures which both existing and new members are required to follow in compliance with the Data Protection Act measures as negotiated and agreed between the BAB and the IC. The Chairman agreed to forward an

electronic copy of this document to the Webmaster for placing on policy document (downloads) section of the BAB website.

**ACTION: Chairman
& J Burn**

D. Foster stated that he is conducting a data handling review to adjust the BAB Data Handling manual and circulated data handling procedure forms to the meeting and requested that they be completed and returned to him.

ACTION: Management Committee Members

5. NSPCC

The Secretary has contacted the NSPCC for a list of centres and promotional packages. Only when it is agreed that the BAB can hold their national course at the NIA, will the NSPCC release the promotional material to us.

6. NATIONAL COURSE - 2006

Keith Holland was invited to the meeting to give an update on the arrangements for the National Course 2006. He reported that a subvention had been submitted to the NIA, and it is hoped that approval will be given in January. Providing the approval is favourable, K. Holland and S. Timms will visit the NIA to firm up the various arrangements and report back accordingly.

7. CLUB MARK

The Chairman commented that the Club Mark presentation by Brian Stockwell given at the recent GM was excellent and well received. Club Mark will be going live in January 2006 and the presentation slides are on the BAB website for reference by Members.

ACTION: All Members

8. WEBSITE

J. Burn stated that he was now back "on line". He requested associations to submit 2 names and Email addresses of people within their Association who are prepared to verify any on-line updates submitted by Clubs within that Member Association.

ACTION : All Members

Members are reminded that any change of E-mail address for nominated Member representatives need to be reported to J. Burn, as rejected e-mail addresses for forwarding BAB Minutes, etc, will not be followed up with hard copies. In the absence of any Member representative e-mail address, Members (and their members) are reminded that the Minutes of BAB Management and General Meetings are published on the website: www.bab.org.uk

9. **PRESS OFFICER**

The Chairman reported that K. Morgan is no longer the BAB's Press/Media Officer. The BAB is now seeking volunteer nominations for this very important post which is designed to raise the profile of the BAB.

ACTION: All Members

10. **CONSTITUTIONAL CHANGES**

In the light of recent Data Protection and Child Protection (including CRB) policies accepted by the Board and its Members, the current Constitution and Bylaws need amendment to include reference to its "elected and appointed officers" in respect of dealing with disciplinary matters affecting them. To rectify this, the following amendments (highlighted text) are proposed:

Para 2.f. of the Constitution be amended to read:

"To organise disciplinary and appeals procedures to deal with matters concerning the Board's Members 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, Bylaws and Working Practices ."

Para 4 of the Bylaws, covering Disciplinary Procedures, need similar amendment whenever the word "Member" is mentioned. The proposed amendments for this paragraph (with highlighted text) is given separately as Enclosure 1 to these Minutes.

The Chairman also expressed the view that the Management/Executive Committee did not required the election of a dedicated Vice-Chairman. These duties could be carried out by any Officer present at the Meeting, in the absence of the elected Chairman. He therefore also proposed that the Constitution – at Para 4.c.(1) – be amended to reflect the abolition of this post by deleting "Vice-Chairman" from the list of elected Officers.

Chairman's After Meeting Note:

Members will wish to note that the Chairman has spoken to the present holder of the post of Vice-Chairman (Paul Wildish) who has agreed to stand down at the AGM if the abolition of the post is ratified at that meeting.

The proposed changes were to be put before the next General Meeting to be voted upon and, if passed, to be put the AGM in May 06 for ratification.

ACTION: Secretary

11. **MEMBERSHIP FORMS**

G. Cooke raised that question of Membership forms for Clubs and produced a draft form for discussion. It was agreed that a similar form was already on the Data Protection webpage. G. Cooke will review this and may submit a revised form.

ACTION: G Cooke

12. **ANY OTHER BUSINESS**

Insurance – 2006. P. Cooke stated that he will liaise with J. Phelps re any new charges for Insurance for 2006, so that the annual subscriptions can be calculated.

ACTION: P Cooke

The Chairman thanked the Management Committee for all their help during 2005 and wished everyone a happy Christmas and New Year to follow.

Dates of Next Meetings

General Meeting	-	18 February 2006
AGM	-	20 May 2006

Enclosures:

1. Proposed Revisions to Para 4 of the BAB Bylaws.
2. Republication of the text of the CPO's letter of 28 Oct 05.

Proposed Revisions (highlighted) to Para 4 of the BAB Bylaws

4. DISCIPLINARY PROCEDURES

- a. The Board may, from time to time, set up a Disciplinary sub-committee to deal with such matters as shall pertain to paragraph 2.f. of the Board's Constitution.
- b. Where a duly elected or appointed Officer of the Board is under investigation, he/she shall be suspended from their post.
- c. If 2 or more of the Board's elected officers are under investigation, an Extra-ordinary General Meeting shall be called to appoint temporary replacements to the posts in question, whilst suspensions are in place.
- d. The Board shall select those persons who shall comprise such a sub-committee, who shall be impartial.
- e. The sub-committee shall comprise at least three impartial representatives from the Board's Full Members.
- f. All notices, reports and appeals shall be sent by recorded delivery, by all parties concerned.
- g. The Management Committee will act as a Standing Disciplinary sub-Committee when the matter concerned involves contravention to any Board code or policies by an individual(s) in relation to doping and drugs.
- h. Notice of the matter to be investigated shall be sent, in writing, by the Secretary or other appointed officer of the Board to the Member(s) or duly elected or appointed Officer of the Board against whom the complaint has been made. In the event of the complaint being made against an individual, that individual's Member representative shall also receive written details of the complaint.
- i. Such notice shall, without prejudice, state the facts upon which the matter is based and shall give details of the place and time of the meeting at which the Board's sub-committee shall hear the complaint(s).
- j. The Member or duly elected or appointed Officer of the Board against whom the complaint has been made, shall within fourteen days of receipt of such notice, inform the Board's Secretary or other appointed officer, in writing, whether representation shall be made at the meeting of the sub-committee, or whether written explanation shall be sent.
- k. The sub-committee shall hear the complaint referred to it. It shall report and shall make recommendations to the Board via its Secretary. Copies of the report shall also be sent to the Member or duly elected or appointed Officer of the Board against whom the complaint has been made.

- l. The recommendations of the Disciplinary sub-committee shall be implemented 14 days after the report has been properly circulated, unless an appeal against the report or its recommendations is received.
- m. The Member **or duly elected or appointed Officer** shall have the right to appeal against the report and/or its recommendations to the Board's Secretary **or other appointed officer**, within 14 days of the receipt of the report.
- n. Upon receipt of such an appeal, the Board, except those who formed the original Disciplinary sub-committee, shall hear the complaint at a meeting arranged for such a purpose, at which the appellant shall have the same rights as described in Section 2 (Meetings) to these Bylaws.
- o. If the Management Committee formed the sub-Committee at 1 (e) above, then the Management Committee will be permitted to amend and speak but will not be permitted to vote. The vote will take place at the next General Meeting.
- p. The Board may approve or revise the report and/or the recommendations of the sub-committee.
- q. Any individual or Member of the Board shall have the right to representation.
- r. The Board shall decide upon any penalty to be imposed as a result of completed disciplinary proceedings being taken. Such penalties would be informal or formal censure, suspension or expulsion. Dependent upon the gravity of the findings, the Board may, at its discretion, notify such other bodies as it sees fit.
- s. Any Member **or duly elected or appointed Officer** shall have access to all information relating to a complaint made against it/**them** or its member(s).
- t. The Board's decision on a disciplinary matter shall be final except on a point of law.

Enclosure 2

October 2005

Dear Member

At the General Meeting last Saturday, the 15th October 2005, some significant progress was made with regard to Child Protection in the BAB.

Firstly, the BAB Child Protection Policy was ratified and now becomes a mandatory element of membership of the BAB. The Policy is available for download, if you haven't already done so, from the BAB website. Ratification of the written Child Protection Policy is the first step in a process of implementation that will bring with it a number of changes that will not only show our intention to protect children in Aikido, but that will also help safeguard Coaches and Officials within the BAB from allegations or exposure to certain risks. Please ask your coaches and officials to read the policy and make themselves aware of its guidance and procedures.

The first of these changes will be that, anyone under the age of 18 will henceforth (and in accordance with the law) be classified as a "Junior," and will need to be registered as such with the BAB. If your Association has no members under the age of 18 the Policy will not apply, however, it may be to your Association's advantage to look at Child Protection in case this changes in the future, or if, for instance, you hold any events at which children are present, such as social events. If your Association has any members under the age of 18, compliance with the Policy will now be necessary.

Each Association is now required to appoint an Association Child Protection Officer, if one has not already been appointed. In the case of particularly large Associations it may be desirable to appoint more than one; dealing with different age groups for instance. A job description for Association Child Protection Officers is provided in the Policy (Appendix E). Please advise the BAB Secretary, Shirley Timms, of the name and contact details of your Child Protection Officer(s), either straight away or, if you have yet to appoint one, as soon as one is appointed.

CRB checks will also become mandatory for anyone directly or indirectly involved in providing services for children. To this end we have been working on organising mandatory checks to be made and managed through the BAB. Following our meeting with The Media Group, who run a non-profit making service for CRB checks (used by the FA, among others), it has been decided to use their service. There will be a charge for CRB checks of £7.50 for volunteers and £42.50 for professionals. There is a considerable amount of structure that has to be in place to launch this scheme and we are aiming at a completion date of 25th March 2006. On that date, a Saturday, we will be holding a conference for Association Child Protection Officers at which they will receive training and will be checked themselves for managing the processing of CRB Disclosure Applications. For Associations to join the BAB CRB checking scheme at that point, their CPO will need to attend.

You may also notice in the Policy, that Associations are required to adopt a compatible written Child Protection Policy. If your Association does not as yet have one, for the time being it will be sufficient to comply with the BAB Policy in all other respects. We are preparing "*fill in the spaces*" sample policies, for use at Association and Club levels. These will become available as soon as possible.

To summarise, here are the action points:

1. Register all members under the age of 18 as Juniors

2. Ensure that an Association Child Protection Officer is appointed for your Association
3. Inform The BAB Secretary of your Association CPO's name and contact details (preferably with email address)
4. Ask your Association CPO to make a note of the 25th March 2006 in their diary and to plan to attend the CPO's Conference
5. Ask your coaches and officials to read the BAB written Child Protection Policy and make themselves aware of its guidance and procedures.

Yours faithfully

Denis Burke

(facsimile signature)

Denis Burke
BAB Child Protection Officer