

## BRITISH AIKIDO BOARD

### MINUTES OF GENERAL MEETING of 18 November 2006 held at Solihull Football Club

<b>PRESENT:</b>	V. Sumpter	Chairman
	Mrs S D Timms	Secretary
	P. Crowson	KSMBDA
	Miss C Mann	KSMBDA
	D. Yates	BAF
	W. Harris	Kai Shin Kai
	A. McLean	Kai Shin Kai
	K. Denny	Kobayashi Dojos
	A. Yates	BAY
	D. Foster	AFGB
	D. Stockwell	Tenchi Ryu
	Mrs S Ward	Tenchi Ryu
	F. Burlingham	Institute of Aikido
	A. Roberts	U K A
	I. Macaulay	Shun Poo Kan
	J. Burn	YAUK
	G. Cooke	YAUK
	Mrs R Cooke	YAUK
	D. Bath	British Aikikai
	C. Wallace	Lancashire Aikikai
	M. Hayes	British Ki Soc
	Mrs D Masters	Ken Shin Kai
	G. Masters	Ken Shin Kai
	J. Forster	Komyokan Aikido Assoc
	Miss L. Hepden	British Aikido Assoc
	P. Holding	British Aikido Assoc

#### 1. APOLOGIES FOR ABSENCE

Received from: M. Poole (UK Shinwakai), T. Bayliss (Seijitsu Aikido Ryu), P. Burgess (British Ki Soc), J. Marchant (Shin Gi Tai), S. Ells (ARF), A. Hathaway (UKAF), B. Burrows (Shun Poo Kan), S Billett (ADS), J. Cannock (UKAU), G. Batchelor (Tenchi ryu), P. Mitton (Furo Aikido), P. Barker (Aikido Circle), P. Cooke (Finance Officer), P. Wildish (Vice Chairman)

**There were no apologies received from:** Devon Aikido Assoc, Welsh Aikido Soc, Kobukan Aikido Assoc, Isshinkai Aikido, Shobu Aikido Assoc.

The Chairman commented that about one third of the Membership was not present which, considering there were now only 2 occasions in the year when there was a General Meeting (and one of those being combined with the AGM), he considered this was unacceptable and showed a lack of respect for the constitutional aspects of being a Member and participating in the future of the Board's business. Dates of Meetings were set well in advance so that Members could make appropriate early arrangements to be represented.

#### 2. REVIEW OF THE PREVIOUS MEETING MINUTES

The Chairman reviewed the Minutes of the General Meeting of 20 May 2006. All items requiring follow-up were noted as Agenda items for discussion today.

The Chairman then reviewed of the Minutes of the Executive Meeting.

**Re Agenda Item 6 - Child Protection - Disciplinary Panel.** The Chairman advised that the DP policy had to be written by Feb 07 to comply with the CP Bronze level acceptance criteria

**Action: Chairman**

**Re Agenda item 6 - Child Protection - Finance.** The Chairman reminded Sue Ward to let the Finance Officer have a ball-park budget covering CP matters for the coming year.

**Action: Sue Ward**

All other items requiring follow-up were noted as Agenda items for discussion today.

### **3. INSURANCE**

The Chairman welcomed David Fieldhouse of Perkins Slade (our insurance brokers) to the meeting. David was invited to the meeting in order to respond to various questions from Members regarding our Insurance policies with Perkins Slade. David explained that Perkins Slade was only the broker for the insurance company Royal and Sun Alliance. Most of the questions had been supplied to him earlier and he was able to produce a paper, which was circulated at the meeting, answering most of these questions. A copy of this FAQ sheet is attached to these Minutes (hard copy only). Additionally, the FAQ sheet will be posted on the BAB website.

**Website action: J Burn**

David Fieldhouse explained that Civil Liability included cover for Professional Indemnity, Public Liability, and Libel and Slander for the Board and Associations' Officers; there is no age limit on Civil Liability. Personal Accident cover is £50,000 but this is only for those up to 65 years of age; however, the BAB has enquired about raising the age limit to 80 years and David undertook to come back with a price. Death benefit ceases at age 65

Temporary Disablement cover was brought up, and David Fieldhouse explained that this would result in a substantial increase in the present premium given the history of past claims in this field.. He undertook to look into the likely costs for individuals to enhance their PA cover in this way.

The question of training with live blades was raised, and David will ask the Insurers to review this aspect of indemnity and accident cover. Additionally, as there is considerable risk management to be considered in the use of live-blades, or any metalled weapons, the Chairman undertook to raise this as an agenda item at the next Exec Meeting

**Action: Exec Meeting**

The membership was reminded that Non-BAB visiting participants should have their own insurance cover from their country of residence and be prepared to show copies of their insurance if asked.

The Chairman thanked David Fieldhouse for his time, which was very much appreciated by the Board. His visit had done much to clarify many of the insurance concerns of the Members..

### **4. NATIONAL COURSE**

Both the Chairman and Secretary expressed disappointment with the poor attendance and

lack of support at the recent National Course, particularly as a majority vote to hold a National Course was vociferously made at the last General Meeting. The Chairman pointed out that the National Course was an event where the members of the BAB could practice together, and was well publicised in advance. B. Harris commented on the low standard of etiquette during the day, he also noticed that members from the same Association continually practised together, which defeated the object of one of the benefits to students on a National Course.

The Secretary advised that for next year's National Course, Bisham Abbey near Marlow Bucks, was being considered. Both she and Keith Holland would be visiting the venue in the near future with a view to finalising the venue booking.

**Action: Secretary / K. Holland**

J. Forster reported that there was a special event being held in Liverpool 2008 and suggested that the BAB could look to holding its National Course there in that year. He indicated that there was every chance of obtaining sponsorship from various sources to raise the profile of the event. The Chairman thanked John for the input and agreed that this should be followed up in due course.

**Action: Exec Committee**

## **5. RAISING THE PROFILE OF THE BAB - MEDIA COVERAGE**

The Chairman commented that, whilst it was unfortunate that Paul Wildish could not attend the meeting, Paul had produced an excellent leaflet defining the role of the BAB. He advised the Chairman that he would be producing a Newsletter later this month

**Action: Paul Wildish**

## **6. THE WEBSITE**

- a) Interaction and use by the Principals of Member Associations, and**
- b) Taking it forward/what's in it for you (the Members)?**

The membership expressed agreement with the chairman's wish to open up the website to provide an opportunity for the Membership to involve themselves more actively in the on-going business of the Board. This would be through the medium of a "Closed forum" with password and ID protection. To set this up J. Burn said that we would need a maximum of two names and their respective E-mail addresses from each Association (limited to the Principal plus one named Representative). Further work would then be undertaken to define the parameters of the Forum before it opens for business.

**Action: J Burn & Members**

- c) Proposal that a Deputy Webmaster be appointed**

It was proposed by Davinda Bath that a Deputy Webmaster be appointed in order to help the present Webmaster whenever there is a volume of work to be done. J. Burn agreed that it would be a good idea but suggested that a template for each area in order to facilitate the updating of information. J. Burn would remain in overall control. This proposal was seconded by D. Foster and carried unanimously. **Do we have any volunteers to work with John Burn to carry out this task?**

**Action: All Members**

## **7. COACHING**

F. Burlingham stated that he was reviewing the content of the Level 3 Coaching award after discussions at the recent Coach Tutors weekend. The Modules for Level 2 were almost complete and after discussion with G. Cooke it was agreed that the continued certification and

validity of Coaching certificates will have to be renewed every three years from the date of issue.

**Action. Grev Cooke**

F. Burlingham had sent out a letter re applications for coaching courses. He noted that some applicants are reluctant to travel outside their immediate area, or were unavailable on a specified course date which resulted in a long wait for a course. G. Cooke stated that he presently had 13 applicants for a Coach Level 1 course and 6 applicants for a Young People's course - these are in areas from Devon to Scotland and they have applied between 2003 - 2006

G. Cooke informed the meeting that with regard to Instructors being listed on the BAB website, apparently 20% do not hold the minimum BAB Coach Level 1 award. There may be various reasons why these are legitimate instructors for example, Assist only Instructors, an Instructor has changed Association, and no updated coaching certificate issued. At least one Instructor, per club listed, should hold as a minimum the BAB Coach Level 1 award. Instructors without this minimum coaching level will be removed from the BAB website. Prior to this action, all Associations affected will be contacted to resolve any alleged errors.

The opening page of the Association club listing will be changed to explain the various types of BAB awards. If resources permit, then each Instructor's award(s) will be shown along with their name and the clubs details. Although the BAB "Young People" coaching award is not mandatory, it shows a professional attitude and commitment by the BAB to acknowledge this award in line with the BAB's ongoing commitment to the current Child Protection Policy. Awards shown will be:

Coach Level 1, Coach Level 2, Coach Level 3, Coach "Young People"

If an Instructor holds Coach Level 1, 2 and 3, then only the Coach Level 3 will be shown. There are various units that are part of the Coach Level 2/3 but they will not be shown.

G. Cooke later advised the Chairman that the BAB website pages that hold the club details will be modified in three stages:

**Stage 1** - During the next week the coaching awards (Title field) will be added onto the BAB website. This will mean for example where a title has been used like 'Principal' it will no longer be displayed.

**Stage 2** - All instructors that do not hold a coaching award will be removed. Prior to this action being taken, all Associations affected will be sent a list of the instructors shown on the BAB website that do not appear to hold a coaching award, for their comments. Errors, for example, may be due to an instructor's change of association, use of a maiden name, name misspelt etc. This should ensure that none are deleted by accident.

**Stage 3** - A review of the club pages to ensure each club has an instructor listed. This will ensure that the instructor has a coaching award in compliance with the BAB requirements. Any clubs that do not list an instructor will be contacted for their comments. If it is found that a club is being run by an unqualified instructor, the details will be removed from the website.

**Additional** - It is anticipated that where any clubs gain the 'clubmark' or similar BAB recognised certification, this will be shown along with their club details.

Members should contact Grev Cooke if they wish any more information or would like to

express any concerns/comments raised with these actions. Tel: 02476 732132 & Email [grev.cooke@ntlworld.com](mailto:grev.cooke@ntlworld.com)

**Action: G Cooke/all Members**

## **8. NOTIFICATION OF OFFICERS DUE FOR ELECTION/RELECTION 2007**

The post of Vice-Chairman, currently held by Paul Wildish, is due for election/re-election, at the 2007 AGM. Paul has indicated that he is willing to stand again. Nominations should be sent to the Secretary 2 months prior to the next AGM

**Action: All Members**

## **9. CHILD PROTECTION ISSUES AND UPDATE**

Sue Ward gave an excellent powerpoint overview of where we are in our endeavour to implement the CP policy. **The content of this presentation will be posted onto the BAB website.** Specific topics and concerns of CPOs were dealt with in a supplementary meeting following on from the GM. The key players in Child Protection are:

CPSU (Child Protection Sports Unit)	NSPCC
Clubmark - linked with Child Protection	Sport England
TMG (The Media Group)	Government

Child Protection Policy is now on the website, with just a few points to complete. The first CP conference will be held on 24 February in Birmingham. The portfolio for the Bronze Standard in child protection in Sports is nearing completion. The Case Management team is made up of: S. Ward, Denis Burke, Francis Burgess Steve Davies, David Yates

S. Ward also advised that money needed to be sourced locally to fund the Child Protection project, and welcomed any advice from Members on how to achieve this.

**Action: All Members**

The Chairman thanked Sue Ward to a very comprehensive overview.

**With regard to CRB check documentation requirements**, as a security protection measure D.Foster (DPO) advised that members should try to choose one document from Group 1 and two from Group 2, rather than three from Group 1 or five from Group 2.

## **10. ANY OTHER BUSINESS**

**a) Data Protection** D. Foster advised that there was a gap in the Date Protection guidelines, which covers two areas

**Accidents.** In the event of an accident taking place (however minor) and an accident report is raised, there is a requirement for the Association to hold that information for a minimum of 3 years. This is due to the fact that a student could make a legal claim against the Association on many grounds and has 3 years to make the claim. If the student is under 18, the data must be kept until they are 21. This is because the rights of a child only comes into effect from their 18<sup>th</sup> birthday (ie their right to litigation (3 years) only begins on their 18<sup>th</sup> birthday.

**Child Protection** In the event of a child protection incident, all data pertaining to the incident must be kept until the child reaches the age of 21. This applies to any paperwork that is linked to the case (including data from other students as necessary)

D. Foster will be amending the Data Handling Guidelines accordingly and will upload onto the BAB website.

**Action: D Foster**

**b) Membership**

One new application was presently undergoing the early stages of the vetting process

**Action: T. Bayliss**

Following representation from some of the Members, the Chairman agreed to review the current ceiling of Associations needing 100 members to become full Members of the Board. This would be discussed at the next ECM before being presented to GM

**Action: Chairman**

**11 DATE OF NEXT MEETING**

Date of next General Meeting will be **SATURDAY, 12 MAY 2007**, which will also be the AGM. **The venue will be Solihull Football Club**

**NOTES:**

1. **Insurance FAQ sheet - with hard copy of Minutes only - awaiting E-mail copy from David Fieldhouse, Perkins Slade (Insurance Brokers)**
2. **Child Protection – Update. (The text of the powerpoint presentation by Sue Ward is reprinted on the following 2 pages) - NB: Not sent out with hard copy**

## Enclosure 2 to Minutes of GM held on 18 Nov 2006

### Child Protection Update - PowerPoint Presentation by Sue Ward – CPO

#### Scope

- Who?
- Why?
- What?
- How?
- Costs?
- Implications for CPOs & Associations?

#### Who?

- Sue Ward
- Tenchi Ryu Aikido (N.Devon)
- Admin, systems, procedures
- Ten words when one will do!

#### Why?

- “Appointed” in May
- Make things happen – to assist Denis

#### Who? – Key Players

- CPSU: Child Protection in Sport Unit (Anne & Nick)
- Sport England - NSPCC
- TMG: The Media Group (CRB)
- Clubmark (KKP)
  - CP is closely linked to Clubmark
  - Clubmark is a visible sign that you have met high standards
- The Government

#### In May 2006 we had:

- Denis
- Adopted CP Policy (now on web site)
- A CRB partner (TMG)
- An Action Plan

#### Since May 2006:

- Set up a electronic network of CPOs
- CRB checks rolling out via CPOs
- Case Management Group
- Steering Committee (see CP Policy)
- First CP Conference Feb 24<sup>th</sup> 2007
- Submitted portfolio for Bronze CP in Sport Standards

#### CRB checks

- Rolling out via CRB cleared CPOs
- 34 Assns
- 4 have no under 18s
- 25 Actively rolling out
- 5 Waiting for CPO CRB (or a CPO)

#### Case Management Group

- Sue, Denis, Francis, Steve, David
- Independent person for serious incidents

#### What it does:

- Makes assessment decisions on disclosures
- Manages disclosures and incidents
- Advises Exec, DP Panel

### **Steering Committee**

Comprises CPOs and other key people  
Reviews policies and procedures  
Looks at what works and what doesn't  
Feedback on disclosures (statistics)  
First one in 2007 will be led by Anne from CPSU

### **First CP Conference Feb 24<sup>th</sup> 2007**

Steering Committee  
Training (scUK new course)  
Forums / CRBs  
Venue: Innkeeper's at Sheldon have given us 2 training rooms FREE OF CHARGE

### **Submitted portfolio for Bronze Standards**

Ties in with Clubmark  
Re-submit at end of Nov  
Should be successful by year end

### **Q. How is the BAB doing its CP work?**

#### **A. With your help!**

Assn Heads  
Assn 'Management'  
CPOs & CWOs  
Instructors

### **Costs**

BAB will (initially) fund Foundation Level training for 1 CPO per Assn  
BAB has paid CRB fee for those at 1<sup>st</sup> meeting  
(Still leaves us to fund resources and additional training for CPOs, CWOs and volunteers)  
(Still leaves us to fund mechanisms to put policy into practice)  
Fundraising (Sport England etc)  
Other grants and sponsors  
BAB membership to contribute?  
It's about more than just one training course!  
It's about more than having a policy on the shelf  
Resources will cost £  
Training CPOs (delegated persons) will cost £  
Training CWOs and volunteers will cost £

### **Implications for CPOs & Associations?**

Commit time  
Commit some money  
Commit to the policy & procedures  
Get involved locally and nationally  
Be enthusiastic and supportive

### **BENEFITS**

Enormous!  
Cannot put a 'cost' on child protection  
"We either do it or we don't"  
We have a statutory obligation to do it  
It will raise the status of aikido and Assns  
Parents and carers will have confidence  
Recruitment & retention will improve  
Juniors are the lifeblood of sport  
Children have a right to be heard

**END**