

BRITISH AIKIDO BOARD

MINUTES OF EXECUTIVE COMMITTEE MEETING

Held on Saturday, 2 November 2013

At the Hilton Newbury North Hotel

PRESENT	K. Holland	Chairman
	Mrs S D Timms	Secretary
	P. Cooke	Finance Officer
	T. Bayliss	General Member/Membership & Clubmark officer
	Mrs M Poole	General Member
	T. Yates	Association Representative
	G Cooke	Coaching Admin Officer
IN ATTENDANCE	V. Sumpter	(Chairman)

The Committee warmly welcomed the Chairman to his first meeting, since his operation, and noted that the meeting would be Chaired by the Acting Chairman.

APOLOGIES FOR	F. Burlingham	Coaching Development Officer
	N. Vaughan	General Member
	S. Billett	Gen.Member/Webmaster
	L. Cuthbert	Legal Officer
	S.Allbright	Association Representative
	A. Humphreys	Equality Officer
	Mrs S Ward	Lead Safeguarding Officer

1. MINUTES OF PREVIOUS MEETING – 13 July 2013 & matters arising

The Chairman was authorised to sign the minutes as a true record of that meeting

Matters Arising:-

Aikido Development Plan. The Acting Chairman reported that he had received no responses from members or officers regarding the previously agreed request for update information on the Plan. A reply was now required from all Members and Officers either to ensure that information in the ADP remained current and that new targets were added, as identified. **Action: All Members/Officers**

Secretarial Procedures: The Secretary had prepared a set of procedural notes which were passed to the Acting Chairman **Action: Chairman**

BAB NGB Status – Sport England: It was noted that despite repeated approaches to Sport Northern Ireland by both the Chairman and Acting Chairman, no formal decision had yet been received.

Action: Chairman

2. NATIONAL COURSE

The tabled report was received and noted. It was noted that this years course ht Warwick University had been well received by participants but that the event had been fraught with financial and operational arrangements.

It was also noted that next year's course would be held at the Welsh Institute of Sport, Sophia Gardens, Cardiff, on Saturday 4th October 2014. **Action: Chairman & Secretary**

3. BAB MEMBERSHIP

It was resolved -

(i) that the actions set out in the tabled report be approved.

(ii) that in order to discharge its "duty of care" a formal procedure should be developed for Associations/Clubs leaving the BAB. **Action: Chairman**

4. FINANCE

The Finance Officer provided an overview of expenditure to date which was in line with budget expectations.

Officers were requested to provide an indication of possible spending requirements, for 2014, to enable the FO to draw up a budget. **Action: All members & Officers**

5. INSURANCE

The Secretary reported that there were currently 2 insurance claims which had gone to litigation and that a further 4 submitted by an Association, in respect of one event, were not now being pursued.

Noted that the Insurance premium approved in 2013 was a fixed rate for a 3 year period. However in the event of overall numbers diminishing this might affect premiums due. Agreed that should this arise any shortfall/financial adjustment should be met from reserves rather than by increasing Association/Member premiums during this period. **Action Finance Officer**

All Associations to be reminded that any accident should be recorded in the Club accident book, as soon as it occurs. Without such evidence a subsequent claim could not be pursued. **Action: Secretary**

Vince Sumpter (Chairman left the Meeting) –(see subsequent full minute)

6. WEBSITE

(Tony Yates arrived)

In the absence of the Webmaster the Acting Chairman presented his report-

On-Line Return System.

Noted that work on this was progressing well, with the system having been trialled with one Association. Agreed that it be trialed with a further 3 Associations, which would assist in developing a "Help" facility, and for a full written report to be considered at the March meeting. Noted the Secretary's concern at the lack of consultation on how the proposed system would replace the current paper system. **Action: Webmaster**

Agreed that the Secretary should order 50 "Monthly Return Pads" to maintain the current system. **Action: Secretary**

Concern was expressed that in order to streamline the new system a dedicated on-line bank account would need to be provided. This however raised a number of concerns relating to access/accountability and these would be investigated by the Finance Officer. **Action: Finance Officer/Webmaster**

Collection/Retention of Data

During a discussion on the seeking/retention of data it was agreed:-

(i) that the proposal to gather certain data, namely dates of births and post codes, though the returns system, to assist the work of the Coaching and Safety Officers, was necessary to ensure that an individual was clearly identifiable.

(ii) that the current procedure of maintaining data on past members, be approved to facilitate, inter alia, insurance claims, members re-joining BAB, members seeking past information on Coaching and other courses undertaken, but that it would be reviewed on a regular basis. **Action: Webmaster**

DBS Monitoring System.

Following previous concerns that under the new DBS system the SLO would not be able to adequately monitor approvals/flagged disclosures, it was agreed that the Webmaster should develop a system, with the LSO to meet this need at a cost of £500. This compared very favourably with the alternative of using TSB to provide a report at an annual cost of £1200. **Action: Webmaster/LSO**

Approved Children's Coaches.

At the request of the SLO the Webmaster would also be updating the on-line coaching records to highlight those Coaches who hold a valid CRB/DBS disclosure; a minimum of Coach Level 1 and selected other ScUK Children's coaching courses and are considered approved Children's coaches. **Action: Webmaster/LSO**

SLO's Mini Word Press site.

Noted that this had been developed by the SLO to facilitate communication with CLO's and that further mini sites were being developed to assist with training. Concern was expressed that with too many sites members could become confused as to the correct location for information. Agreed that no further sites should be introduced and that with the advent of the new Website, currently being developed by the Webmaster, these would become incorporated within that site.

Procedural Notes

Agreed that it would be best practice for the Webmaster to develop a procedural note on systems operated by him, to ensure continuity of service in an emergency etc. The Finance Officer will identify so of the key information required. **Action: Finance Officer/Webmaster**

7. CLUBMARK & MEMBERSHIP APPLICATIONS

Clubmark.

The Clubmark Officer had previously indicated that it was not realistic for him to continue as a Clubmark Assessor. However at a meeting with KPP, who had managed the scheme on behalf of Sport England he was advised:-

- (i) that Sport England were to take direct control of the programme from April 2014
- (ii) future registrations would be directed to the appropriate local authority. They would also be responsible for the annual non-compliance monitoring.

This substantially reduced the workload and the Committee welcomed the Clubmark Officer's willingness to continue, to offer general advice and promote Clubmark, under the new arrangements.

The Clubmark Officer recorded his appreciation of all the work undertaken by Andrew Baird in supporting his role.

Memberships

It was agreed that the following Associations had successfully completed their probationary period and should now be appointed Associate Membership status-

Colmers Farm Aikido

Aikido Shoshin Ryu

Action: Secretary/MO

It was also noted that due to lack of administrative support Shidokan Aikido, also a probationary member, had failed to provide full member details. Chairman to write requesting early supply of required information **Action: Chairman**

(Post meeting note. Notification received that admin support now in place and returns for their 227 members will follow.)

Club Information on Website.

Concern was expressed that the BAA chose not to include details of their clubs on the BAB website. This was disappointing as not only were the clubs not available to those seeking a club in their area, but also it did not give a true picture of the overall scope of the BAB.

Of greater concern was the fact that the names of such clubs were not being recorded on the Insurance Venue returns which meant that (i) there was no clear insurance audit trail to show that a particular club was insured in the event of a claim (ii) the BAB were unable to check that a premium was being paid in respect of all clubs. Secretary to seek required information. **Action: Secretary**

Monthly Returns

The Secretary reported that Aikido Fellowship failed to submit regular returns, which meant that many of their members might not be insured.

Acting Chairman to write to the Association, requesting that they complete monthly returns and submit a list of their currently registered members to enable the Secretary to ensure that all are currently insured. **Action: Chairman**

8. COACHING

The CAO reported _

Coach Training Day

To date 16 Tutors and 6 CLO's had confirmed their attendance at the course, to be held on 16th November

National Coaching Standards

Noted that the Coaching Officer was giving priority to the previously expressed aspiration that our Coaching awards be aligned to national standards, and to this end was meeting with representatives from Sports Coach UK on 7th Nov. Initial discussions sounded promising.

Coach Level 2-

The CAO reported that although CL 2 was not mandatory 30 Coaches had qualified at this level since its introduction 6 years ago, which included 10 from Shodokan UK.

SPRITO

Agreed that CAO should consider whether there was any value in the BAB re-affiliating to SPRITO. **Action: CAO**

Association course Tutors.

It was noted that there were 4 coaches who had submitted requests, endorsed by their associations, to undertake training as Association Tutors.

Whilst it was acknowledged that there were a significant number of qualified BAB Tutors, these did not necessarily meet the requirements of Associations to run their own courses, which in many cases would be much cheaper, more accessible to members, more flexible with dates, locations etc, and would provide an opportunity to introduce their own specific protocols within the courses.

It was agreed that positive action should be implemented to facilitate these Association Tutors, including the previously agreed review of alternative acceptable academic training roots and that a written report, identifying positive action be submitted to the next meeting. **Action: CDO**

9. CHILD SAFEGUARDING (see also Website minute)

DBS Regulations – Guidelines

The draft submitted to the meeting was approved for implementation . **Action: LSO**

CP Policy document.

The LSO is currently working on revising the policy document, and one key area will be new guidelines on recruitment.

CPSU

The LSO had held several meetings with CPSU regarding our proposal to seek Intermediate Standard Level approval. The Committee supported the view that in order for us to show that our child protection policy and systems were actually meeting their objectives an audit of Associations should be undertaken.

It was noted that the LSO had issued an extensive audit questionnaire, based on guidance from CPSU, and whilst several associations had found this easy to complete others were less happy. It was accepted that some Associations, who ultimately had to rely on individual clubs, for information, might be unable to complete all questions and the LSO would be advising Associations to leave blank any areas they felt unable to respond to. She would then use the responses as the basis for further discussion with the individual Associations. The LSO had stressed that the purpose of the exercise was in no way seeking to penalise those who might be failing in some area, but rather as an opportunity to help them to raise their standards. **Action: LSO**

Educare

It was noted that the initial flurry of requests for registration had now diminished to zero . The Coaching Team are to be asked to include details of the programme in their Coach mailing list and an item would go into the next Aikido time. **Action: LSO**

10. MEDIA OFFICER VACANCY

The Acting Chairman reported that 4 initial enquiries had been received, but only Brian Stockwell (Tenchi Ryu) had made a formal application.

However the Committee also considered a late cv from Chris Brown, who though not an aikidoka, is an MSc Sports Management postgraduate, with prior NGB PR and marketing experience, who was offering to assist the Board on a voluntary basis.

We have previously expressed the view that the total brief for the Media Officer was too wide and the offers from Brian and Chris have given us the opportunity to split the post.

Accordingly we have approved:-

- (i)the appointment of Brian Stockwell as BAB Media Officer with specific focus on internal communications, particularly editorial responsibility for the Aikido Times
- (ii)the appointment of Chris Brown as BAB PR & Marketing Officer with prime responsibility for the external promotion of the BAB both to other agencies, the media and the general public.
- (iii)as Chris has no prior knowledge of aikido it was agreed that he would work initially with the Acting Chairman, though ultimately this responsibility might transfer to the Media Officer.
- (iv) Agreed that revised Job descriptions be prepared. **Action: Chairman**

11. AOB

Legal Advice

It was agreed that in order to provide clarity on the legal position of issues raised by Members/Officers all requests for advice must be submitted in writing. **Action: All members & Officers**

ICSA Governance Article

Referring to the article previously circulated to members, the Acting Chairman drew attention to the large funding opportunities that could be available through Sport England, but that we needed to be aware of the high level of commitment that was likely to be attached to any application for funding, as experienced during the previous Governance projects.

12 Proposed dates of Meetings

The following dates were approved

Executive Committee – 22nd March 2014

AGM – 17th May 2014

Executive Committee – 12th July 2014

Executive Committee – 6th September 2014

Executive Committee – 17th January 2015

IT SHOULD BE NOTED THAT THESE ARE FIRM DATES AND ALL MEMBERS AND OFFICERS ARE REQUESTED TO ENSURE THAT THEY KEEP THESE DATES IN THEIR DIARIES.

13. Retirement of Chairman

Vincent Sumpter has been Chairman since May 2002 and has overseen many changes and improvements to the BAB during his 11 years in office. However as a result of having undergone major surgery, in August, this year, he is no longer able to practice aikido and feels unable to continue with the heavy responsibilities of Chairman of the BAB. It was with great regret that the Committee accepted his decision to stand down from his role as Chairman and in thanking him for his most valued service extended their best wishes for a healthier future.

The Committee, however pleased to report that Vincent has agreed to continue to hold the BAB Insurance portfolio, where his knowledge is invaluable. The invitation was also extended to him to continue attending meetings, pro tem, as a general member.

The Committee previously appointed Keith Holland, the Vice Chairman, as Acting Chairman and he will continue, with full Chairman's responsibilities, pending the next AGM.