



## BRITISH AIKIDO BOARD

### MINUTES OF EXECUTIVE MEETING held on 11 July 2009 At Hilton Newbury North Hotel, Newbury

<b>PRESENT</b>	V Sumpter	Chairman
	K Holland	Vice-Chairman
	P Cooke	Finance Officer
	Mrs S Timms	Secretary
	T Bayliss	Membership & Clubmark Officer
	G Cooke	Coaching Admin Officer
	S Billett	General Member/Webmaster
	P Benge	General Member
	A Yates	Head of British Aikido Yoshinkan
<b>APOLOGIES FOR ABSENCE</b>	F Burlingham	Coaching Development Officer
	G Jones	Head of United Kingdom Aikikai

The Chairman welcomed Tony Yates to the Executive meeting as a Head of Association Member (Principal, British Aikido Yoshinkan).

#### 1. MINUTES OF THE PREVIOUS EXECUTIVE MEETING – 28 MARCH 2009

The Chairman reviewed the Minutes of the meeting of 28 March 2009. Matters arising were as follows:

**Item 1. Minutes of the Previous Meeting – re: Insurance.** The Chairman asked the Secretary to confirm with Perkins Slade that our Public Liability Insurance cover had been increased from £5m to £10m.

**Action: Secretary**

**Item 3. ADP – re: Dress code.** The Chairman advised that although this was a necessary Appendix to be incorporated into the revised Child Safeguarding & Protection Policy, he was still awaiting the proposed content from Leslie Hepden of the BAA.

**Item 7. Insurance.** The Secretary reported that all Associations had paid their Annual subscriptions for this year.

**Item 10. National Course.** The Vice-Chairman confirmed that Tim Buswell (Traditional Aikido Iwama Ryu GB) had accepted an invitation to teach at this year's National Course.

Other outstanding items form part of today's meeting Agenda. The Chairman then signed the Minutes as a true record of the previous meeting.

#### 2. CCPR IMPACT & IMPROVEMENT FUNDING

The Chairman's reviewed his May report to the CCPR, commenting that he had asked Richard Norman of CCPR to accept it as his final report and for the BAB to forego any monies not yet spent on CP matters (approximately £2.5K earmarked for CWO Training).

The Secretary advised that there were still two invoices outstanding for payment by the CCPR, and she will pursue this with Richard Norman (KKP = £720; CP = £2600).

**Action: Secretary**



### 3. CHILD SAFEGUARDING AND PROTECTION

The Chairman reported on his meeting with CPSU, our Independent CP Adviser (Barbara Barratt) and the lead officer for BAB CP CMG (Sue Ward). The Chairman stated that Barbara had formally reported that she has done all she had planned to do for the BAB on updating our CP policy and structure; she will cease her contract with the BAB with immediate effect but is happy to act on an advisory capacity, as required. The Committee was at one is recognising that Barbara had done an excellent job for the Board over the last 18 months.

The Chairman then stated that Barbara Barratt had recommended that Sue Ward should be re-appointed as the BAB Lead Child Protection Officer for the BAB. This appointed was approved by the Executive. The Chairman to inform Sue Ward

**(Chairman's note: Sue Ward has now formally accepted the post of BAB Lead CPO)  
All Member Associations and their Clubs to note please**

The NSPCC CPSU had recommended that the minimum age for juniors to be in membership of the BAB should be 5. However, following debate by the Executive Committee, it was agreed that the minimum age for membership should be set at 4. In this regard, the revised Constitution will need to reflect this minimum age, and the draft revise of the CP policy will be amended to incorporate the following CPSU-agreed safeguarding measures:

Children under age 5: The ratio of coach/assistant/helper to these children will be 1:3 and in unforeseen circumstances allowed to be 1:4 subject to risk assessment (this to satisfy occasion of, for instance, additional kids turning up unexpectedly and/or an assistant/helper not turning up for the class - in effect ratio of 1:4 is maximum student ratio allowed (**to be mandatory**) with strong recommendation that it be kept to 1:3). For this age group Parents are also **mandated** to be in attendance during training sessions and for no training session to be longer than 2 hours (*albeit, all agreed it is unlikely in any event for any session to exceed 1 hour*).

Children aged 5 and over: When working with groups of children aged 5 and over, the **minimum** ratio is one coach/assistant to 10 children. This ratio may need to be lowered in some cases to meet the Coach's "duty of care" to the children. This could be, for instance, where the predominance of children in the class is in the range of 5-8 year olds.

Additionally, with regard to "Supervision": Coaches should never work alone in any group of children. They should have another coach, assistant coach or volunteer present at all times who has been CRB checked by their club (and ISA registered from July 2010).

In respect of Appendix 16 of the draft CP Policy, the Head of BAY explained his understanding of applying aikido techniques (locks, pins, throws) and their relationship to "pain compliance" vis-à-vis young children. After discussion it was agreed to replace the sentence:

"Never apply locks or techniques on children which use pain compliance or "against the joints" methods of application.

with:

"Never apply techniques on children to a point that is "pain-inducing" to effect compliance.

**Action: Chairman & Vice-Chairman**



In response to a question from the Committee, the chairman stated that CP Case Management Group presently consists of 3 [Association] members namely: Sue Ward, Francis Burgess and Celia Tierney. The Lead CPO is actively seeking a fourth member to join the CMG. Although this group act independently in the interests of the child/children, they are answerable to the Executive Committee (and thus the Board) through the Chairman. In addition, the CMG can and will take advice and recommendations on cases from external CP agents, e.g: CPSU, our independent CP Adviser, or a statutory CP body.

**Action: BAB Lead CPO**

It was agreed that Club Welfare Officer training remains a priority but the means of effecting the required training is still to be decided.

**Action: BAB Lead CPO**

The Vice-Chairman recommended that instructors'/assistants' vulnerability should be looked into; that is, Board and Association support for members involved in cases of alleged child abuse.

**Action: Executive Committee & BAB Lead CPO**

P. Bengé (General Member) suggested that the Child protection document should be graphically enhanced to raise its profile as a working document.

**Action: P Bengé**

In response to a question relating to the status of CRB-checked "helpers" in clubs who are not aikido practitioners but act as classroom monitors, it was agreed that Associations should register these assistants as Club members; this should be done by submitting a completed **Appendix H from the Insurance Guidelines Document** to the BAB Secretary.

**Action: All Associations**

#### **4. EQUALITY POLICY**

It was noted that legal advice had been sought and that each Member of the Board and Executive Committee had a fiduciary 'duty of care' to act in the best interests of all its members. A reluctance to gather data on members could be interpreted as suggesting that the culture of the organisation could be one of discrimination. The current requirement to seek data, as recommended under the government's "Achieving Racial Equality – A Standard for Sport" was developed in line with 'best practice' in some 150 governing bodies.

However, whilst it was a requirement for the Board to seek to collect data, it was for the individual Member Associations to decide on the degree of information they would provide, though it was hoped they would respond positively.

Subject, therefore, to minor amendments the Committee, under the authority delegated at the last Board meeting, approved – with 2 abstentions – the adoption of the draft Equality Policy. The Chairman to provide the Webmaster with the finalised document.

**Action: Chairman (actioned)**

The Vice-Chairman proposed that the BAB should advertise for a volunteer 'Equality Officer' to oversee the implementation of this policy. This might mean looking for a volunteer(s) outside the BAB membership.

**Action: Member Associations**

#### **5. MEMBERSHIP MATTERS**

**New Applications.** The Membership officer reported that he had received one application for Licentiate Membership from Mr Philip Knight (ex-UK Aikido Union); the group will be



known as “Aikido GB”. It was agreed that a letter should be sent to all Member Associations requesting that they indicate their agreement/non-agreement to accepting this group into Probationary Licentiate Membership; replies to be sent to the Membership Officer within 7 days of receipt of the letter.

**Action: Secretary** (actioned 13 July) & **Membership Officer** (for replies)

**Dentokan Aikijutsu.** Concern was expressed by a member that some member clubs may be practicing ‘aikijutsu’ which was outside the responsibilities of the Board, as minuted in Agenda Item 4 (Governance Audit – Membership Review) of the GM of 4 October 2008, and which states at bullet point 4:

“That only Associations/Clubs formally teaching aikido, as opposed to Budo, Aikijutsu or like arts are eligible for BAB membership.”

[The Board decision at GM was: “Recommendation carried for adoption” and this policy is now incorporated into the draft revise of the Board’s Constitution]

In this connection it was noted that Dentokan Aiki-jutsu, despite its group title, was understood to practice “aikido”. However, as there was a degree of confusion on this matter it was agreed that they – and all other Associations – be asked to confirm in writing that their practise and teaching of aikido was in line with the “adoption” quoted above; that is:

“That their style of aikido refers to the Japanese Martial Art founded by or derived from Morihei Ueshiba (O-Sensei)”

**Action: Secretary** (actioned 13 July 2009)

It was agreed that all Member Associations be reminded that insurance, membership and support from the BAB was only applicable to clubs practicing aikido and that all Associations, particularly those acting as an umbrella organisation for small aikido groups, should ensure this was the case for all existing and future members. The EC suggested that an appropriate statement be included in all new Member documentation.

**Action: All Associations & Membership Officer**

**National Aikido Federation.** The Secretary was pleased to report that the Treasurer of the NAF had responded positively to the minuted statement in Agenda Item 5 of the GM of 9 May 2009. All outstanding fees had now been paid and he will personally ensure that monthly PA registrations are once again submitted in a timely fashion.

## 6. FINANCE

The Finance Officer announced that the BAB had received income of £77,000 and spent, to date, £68,000, giving a current surplus of £9000. The BAB has a healthy level of reserves which enables insurance premiums to be paid in advance. The budget set at the last meeting was discussed and Child Protection and Web Development were each given a budget of £3000 for all costs related to these areas, which is for the remainder of FY 2009.

**Action: BAB Lead CPO & Webmaster**

In light of the recent bank failures, The Membership Officer raised the question of not holding all the BAB funds in one account and recommended that £50,000 should be transferred into an alternative bank account. The Finance Officer explained that opening up a second account with another bank or building society would be difficult as it might mean the funds having to be deposited in the name of an individual rather than in the name of the BAB. Additionally, it would also mean that the BAB would earn less interest from HSBC. It should also be noted that HSBC is now the strongest UK bank. In the circumstances, it was deemed by the majority of the Executive that it was not necessary to take this course of action for the time being.



## 7. INSURANCE

It was pointed out that the full Sun & Royal Alliance policy (issued through our brokers, Perkins Slade) was now on the website. Members are reminded that any insurance queries or information should always be addressed to the BAB Secretary and **not** direct to Perkins Slade.

**Action: All Members**

## 8. COACHING MATTERS

The Coaching Admin Officer reported that of the 6 units in coaching level 3, only 4 are still available. The Coach level 3 content will therefore be revised.

**Action: Coaching Development Officer**

It was agreed that, whether or not a coach intended to teach children, elements of the scUK Safeguarding & Protecting Children course should be part of Coach Level 1; this to be included by the end of 2010.

**Action: Coaching Development Officer**

## 9. AIKIDO IN SCHOOLS

Philip Bengé (General Member) presented a profile of the initiatives he was currently involved in, which promoted the teaching and practise of aikido within schools. He agreed to develop a "Schools package" for the BAB which would be available on the website [www.bab.org.uk](http://www.bab.org.uk) and include such things as:

- overview of the benefits/opportunities for working in schools
- how to apply to local authorities
- methods of approach
- useful contacts to develop
- possible template documents, including PowerPoint presentations
- possible syllabi, etc.

This initiative was welcomed by the Committee, and it was noted that this was one of the projects identified for action in the Aikido Development Plan.

**Action: P. Bengé**

## 10 NATIONAL COURSE 2009

The Vice-Chairman reported that he had made a further visit to Brunel University to firm up final details and that preparatory work for this year's course was on target.

The Secretary expressed concern that, to date, only 2 advance bookings had been received and she considered this was due to the focus on publicity for the event being mainly limited to advertisement on the BAB website rather than through postal information. In the circumstances, it was agreed that the dispatch of the minutes of this EC meeting should, on this occasion, be done manually, and would allow for the inclusion of an appropriate letter drawing attention to the National Course and the lack of response to date, and including application forms for all members. In addition the Webmaster would arrange a mail shot through the website database.

**Action: Secretary & Webmaster**



## 11. WEBSITE MATTERS

**Child Protection Publicity.** A number of requests had been notified by the BAB Lead CPO for enhancement of the CP profile on the website; these included requests for:

- a field to be added to the “club” details to show the name, tel no and e-mail address of Club CWOs.
- Associations to consider including a link on their own website “home” page to a dedicated CP page and/or a link to the BAB website CP page.

In respect of this and other requests from the Lead CPO, the Chairman said he would ask the Lead CPO to deal direct with the Webmaster (and Association CPOs), and it was for them to agree what could be achieved/included within the website budget.

**Action: Webmaster & BAB Lead CPO – and Associations**

**Junior Website.** The Webmaster reported that as there was presently no volunteer available to develop a Junior Website, this project was on hold.

**Dan Grade Register.** The Committee noted the developments since the last meeting and it was agreed that the Vice-Chairman, the Webmaster, and others as appropriate, should finalise the system for formal approval by the Committee.

**Action: Vice-Chairman & Webmaster**

## 12 CLUB MARK

The Clubmark Officer reported that he had asked the instructor for the Rising Sun Aikido Club to submit his Clubmark portfolio for accreditation. Since taking over the role of Clubmark Officer this will be my first club to get this far and I am anxious to get the procedures right in the onward submission to Clare McLeod (Clubmark Accreditation Officer).

He then reported that he is attending a Clubmark training day on 24 September; the venue is not known at the moment. He had also had a meeting with Clare McCleod with the view to extending his Clubmark assessor role for another 3 years after 2010.

## 13. AIKIDO DEVELOPMENT PLAN

The Vice-Chairman reviewed the initiatives already undertaken and updated the Committee on other initiatives now being actioned, e.g:

- the proposed ‘Aikido in Schools’ project by P Benge; and
- the updating of the Constitution by the Chairman and Vice-Chairman

The Aikido Development Plan will be an on-going item for discussion in future Meetings.

## 14. JAC UK

At the conclusion of the October GM, Gordon Jones (Principal, UKA) presented members with a document announcing the formation of a Joint Aikikai Council comprising those aikido groups in the UK affiliated directly to Hombu Dojo, Japan, and proposing certain initiatives for action by the JAC and/or consideration by the BAB. The Chairman sought the views of the EC in respect of the content of this document.

The consensus was that the EC welcomed any initiative that promoted harmony and co-operation between aikido practitioners and were aware that other like-minded groups, often not from the same aikido discipline, joined together for practice and/or common areas of interest. However, given the wide and eclectic mix of styles and Associations within the



Board which operated through mutual respect, and the Board's clear Constitutional purpose to represent all such groups, it was felt that it would be inappropriate for the Board to directly align itself with the mission statement of the JAC as to do so could and would alienate or side-line those Associations whose ethos for the practise and teaching of aikido stems from the Masters of aikido whose lineage – whilst directly linked to O-Sensei – is now separated from the Hombu, e.g: Tomiki, Ki, and Yoshinkan styles, to name but a few.

This decision is in no way intended to detract from the very high regard the Board maintains for the present Doshu and his teachings, or for the key role of the Hombu Dojo in the history of aikido.

On the JAC proposal that the Constitution of the BAB be amended to reflect a re-alignment of the allocation of voting rights, by one of proportional representation (1:100 individual members), the Committee's view was that the current principle of one vote per Full Member Association presently serves us well. This Committee view apart, changes to the Constitution require the approval of the Board's Full members present and voting at GM; in this regard, Members of the JAC have the right to formally propose and second such a motion for presentation at any future GM.

On funding, whilst it was a stated intention of the Board to focus on marketing and raising our profile to the wider population, no professional agency had as yet been approached, nor had any feasibility study been undertaken to ascertain the costs involved in such a venture.

It was agreed that further consideration should be given to the provision of a centralised tatami/mat facility, though it was recognised that the management of, and accessibility to, such a facility could be problematic.

The Chairman and members of the EC present acknowledged that discussion on this item took place without the benefit of the presence of the Chairman of the JAC (in his capacity as a "Head of Association" member of the EC) who was unable to attend this EC Meeting.

## **15. ANY OTHER BUSINESS**

**BingoLotto.** The Chairman reported that as a result of the CCPR promoting the funding benefits of NGBs being involved in the next series of BingoLotto to be launched later this year, the BAB has once again signed up as a participating partner.

## **16. DATE OF NEXT MEETING**

No date was set for the next meeting.