

BRITISH AIKIDO BOARD

MINUTES OF THE ANNUAL GENERAL MEETING held on 14 May 2011 at Solihull Football Club

PRESENT

V. Sumpter	Chairman
K. Holland	Vice Chairman
Mrs S. Timms	Secretary
S. Billett	ADS / Webmaster
M. Mercer	Shodokan / Media Officer
M. Sheridan	A R F
T. Bayliss	Seijitsu / Membership & Club Mark Officer
D. Bath	British Birankai
J. Garmson	Komyokan Aikido Association
Mrs D. Masters	Ken Shin Kai
G. Masters	Ken Shin Kai
P. Benge	United Traditional Aikido / General Member
G. Cooke	YAUK / Coaching Admin Officer
B. Burrows	Shun Poo Kan
P. Burgess	British Ki Society
Mrs M Poole	Shinwakai Aikido
W. Harris	Kai Shin Kai
Mrs S. Baird	Lancashire Aikikai
A. Baird	Lancashire Aikikai
R. Ward	Aikido Circle
F. Burlingham	I of A / Coaching Development Officer
L. Cuthbert	Legal Officer
Mrs J. Holden	Aikido Fellowship
A. Holden	Aikido Fellowship
Q. Cooke	Aikido for Daily Life
M. Saunders	Welsh Aikido Society
M. Bent	Welsh Aikido Society
A. Humphreys	UKA / Equity & Equality Officer
S. Langer	Keitenshinkai
M. Muldoon	Keitenshinkai
K. Deloyde	T I A UK
P. Holding	B A A

APOLOGIES FOR ABSENCE

P. Cooke	Finance Officer
Richard Watts	Asst Media Officer
Sue Ward	Lead Safeguarding Officer

Aikido Alive London
BAF
Brighton Ki Society
Devon Aikido Association
Iwama Shin Shin Aiki
NAF
Shodokan Aikido UK
Takagakashirakai
UKAF
UKAU.

No apologies received from:

British Yoshinkan Aikido, Shobu Aikido, Shin Gi Tai Aikido.

The Chairman opened the meeting with a short prayer (of unknown origin):

*Dear God,
So far today I've done alright. I haven't gossiped. I haven't lost my temper.
I haven't lied or cheated. I haven't been greedy, grumpy, nasty, selfish, or
over-indulgent. I'm very thankful for that. But in a few minutes, Lord, I'm going to
[open this meeting] and from then on, I'm probably going to need a lot more help.
Amen*

1. REVIEW OF THE MINUTES OF AGM ON 15 MAY 2010

The Chairman reviewed the Minutes of AGM held on 15 May 2010. As there were no matters arising he was authorised to sign the Minutes as a true record of that meeting.

2. CHAIRMAN'S REPORT

The Chairman's Annual Report together with reports from Executive Officer's were circulated with the Agenda for the meeting (*they are therefore repeated/included with website/e-copies of these minutes and omitted from hard copy postal copies*).

3. FINANCIAL REPORT

In the absence of the Finance Officer, the Chairman reviewed the financial report which had been circulated with the Agenda for the meeting. The Vice-Chairman indicated that there was an error in the fund allocation for the National Course; this to be corrected at the next meeting of the Executive Committee.

Action: Executive Committee (Vice-Chairman & Finance Officer)

It was agreed that it was more appropriate for donations in respect of the restoration of the Iwama Dojo to be left to individual Associations.

Action: Associations

The re-appointment of Patrick Hourigan & Co as our auditors for the coming year was proposed by B. Harris, seconded by T. Bayliss, and carried by the Full Members present.

Action: Finance Officer

4. ELECTION/RE-ELECTION OF OFFICERS

Election of Finance Officer.

There being no other nominations received the current Finance Officer, having stated his willingness to stand for re-election, was unanimously re-elected for a further 3-year term.

Election of Secretary.

There being no other nominations received the current Secretary, having stated her willingness to stand for re-election, was unanimously re-elected for a further 3-year term.

Election of General Members.

G. Cooke stood down as a General Member

T. Bayliss, having stated his willingness to stand for re-election, was unanimously re-elected for a further 3-year term.

Mrs M Poole was nominated for election and unanimously accepted to stand for a 3-year term.

2 x Heads of Association.

The following members agreed to fill these one-year posts:

Michael Sheridan (Aikido Research Federation)
Davinder Bath (British Birankai)

5. OFFICERS DUE FOR ELECTION IN 2012

Chairman (3-year post)
General Member (3-year post) (present incumbent P. Benge)
General Member (3-year post) (present incumbent S. Billett)
2 x Heads of Association (1 year posts)

6. AOB

(will be dealt with in the General Meeting that follows this AGM)

7. DATE OF NEXT MEETING

Agreed as: Saturday **12 May 2012**

Enclosures: (*applies to website and e-mail copies only*)

1. Chairman's Report (including reports from other Executive Officers)
2. Financial Report (Jan-Dec 2010)

BAB AGM – 14 May 2011 - Chairman's Report

Ladies and Gentlemen,

In this my 9th annual report as your Chairman I aim to achieve two things, the first of which is to keep the report short, and the second being to highlight “good news”. Before I continue, however, I want to pay tribute once again to the work of the officers on the Executive Committee who do so much work behind the scenes throughout the year. Many of them have now been in post for a substantial number of years and, despite my constant badgering for them to achieve more in shorter time, they continue to give me every support. They truly deserve my sincere thanks – and yours – for, without them, we would not function as a “fit for purpose” National Governing Body.

So, what do I see as being the main achievements over the past year? The Coaching Officers’ report points to a substantial increase in attendance at CL1 courses. There are indications that external interest in groups wishing to join the NGB appears to be growing, and registrations for Clubmark continue to be positive. We have published three on-line issues of our in-house “Aikido Times” newsletter. A weapons protocol is all but finalised; we are just waiting for approval from the Insurance Brokers. I hope, too, you have noticed the changes we have made to the website to improve its look and functionality. And let us not forget that on 15th May, the day after this AGM, we are holding our first – and hopefully not our last – ‘Young Persons’ course geared specifically to the 12-19 year-old age group.

I suppose, however, that the biggest bit of ‘good’ (sic) news – which I know was sprung upon you at the eleventh hour – is the change in Insurance Brokers and which, whilst causing your Registrars much additional work (and no doubt many headaches!), has, in general terms, resulted in most Clubs paying only one Civil Liability premium (to cover the Club Instructors) instead of a CL/PI premium for each instructor. It may surprise you to know that the overall Insurance premium which would have been paid to Perkins Slade this year would have resulted in members paying a total of almost £75000. The premium negotiated with Endsleigh – for ‘**Like-for-Like**’ civil liability and personal accident cover – is a massive 40% lower. To quote an Americanism, ‘*You do the math!*’ Suffice it to say that, notwithstanding the lateness of [notifying] the change, I was not prepared to ignore the saving to members – specifically, the 98% of Club instructors who are the principal beneficiaries of the change. Perkins Slade were given the opportunity to revise their premium but, that said, if you have comments and/or questions on this change, I would ask that you save them for the GM (Insurance Agenda Item) that follows this AGM.

For the coming year, and beyond, a glance at the Aikido Development Plan (*see GM Agenda following this AGM*) shows there is a raft of policies/projects still requiring development, which will continue to keep the Executive Committee Officers very busy – and, as ever, in need of your continued support, goodwill and patience.

Vincent Sumpter (Chairman)

BAB AGM – 15 May 2010 – Vice-Chairman's Report

It is now 4 years since I took up the post of Vice-Chairman, and despite our success in appointing a number of very competent specialist officers to work with us, the demands placed on the Board, year on year, continue to grow. However, I feel we have made positive progress towards ensuring that the BAB is “fit for purpose” and in developing the range of

services available to members; and I still enjoy the many and varied challenges offered by this post.

My main role continues to be to support the Chairman in the management and corporate operation of the Board and I have sought to do this both through practical advice and assistance and also by undertaking specific tasks. These have included:

- Overseeing the development and implementation of the recommendations in the Audit Development Plan, including recruitment and offering support to newly appointed Officers.
- Chairing meetings as required, including the Board and the Working Group on CRB Disclosures.
- Commenting on a variety of policy documents and Codes of Practice, including Child Protection/ISA, and Equality.
- Development of a Weapons Protocol.
- Supporting the Chairman on specialist insurance matters, including for overseas students and instructors, and breakaway groups from Member Associations.
- Presentation of a range of advisory documents to the Executive Committee and Board.
- Provision of articles and information sheets for the BAB Newsletter and Website.
- Responding to particular member concerns about the services/activities of the Board.
- Facilitating the National Course, jointly with the BAB Secretary.
- Membership – continuing my role as part of the Membership Sub-Committee.

Keith Holland (Vice-Chairman)

BAB AGM – 14 May 2011 – Coaching Development & Administration Officers’ Report

The following is a summary of BAB Coaching courses held during the period April 2009 to date:

Course description	2009 - 2010		2010 - 2011	
	No of courses	Attendance	No of courses	Attendance
Coach Level 1	14	167	28	315
Communication	3	20	5	34
Fit for Purpose	0	0	2	20
Managing Risk	1	5	0	0
Practice Skill	0	0	2	12
Young People	3	12	4	16
Coach Level 2	1	7	1	4
Event Planning and Delivery	N/A	N/A	1	9
Coach Level 3	0	0	1	6

Earlier this year an additional 8 tutors were approved to deliver the CL1 course to all Associations. We are aware that there are some areas of the country that do not have CL1 tutors and we aim to remedy this shortly.

Supply and demand dictate the criteria for arranging CL2/3 courses and, over the past year, the 4 courses with the highest demand were chosen from figures taken from the BAB website in January. There were only 4 applications for the Managing Risk course and therefore this course was not selected at this time. The application numbers below are all in Zone 5 (Midlands area) or from members prepared to travel to this Zone

Course description	BAB Applications	Actually attended for this course
Young People	15	1
Practice, Skill and Techniques	9	8
Fit for Purpose	8	5
Communication	6	7

One of last year's targets was to ensure that members had access to the various BAB coaching courses. It was proposed at the BAB Executive that we organise all the CL2/3 courses and assessments at least once a year. This year was the first time we arranged this but found the uptake was very unsatisfactory. The most extreme example was for the Young People course. There were 3 applicants but 2 cancelled so leaving just **1 applicant**. Looking at the BAB applications for this course there were **15 Young People course applicants** who stated they were prepared to travel. So it's something to think about when we get comments requesting courses; and sometimes members wonder why the BAB cannot run the courses! We still intend to run the Event Planning and Delivery, Managing Risk, and Planning for Success later in the year but to keep the cost down they will be run in the Norfolk area.

There are 30 Association tutors and 18 of them attended last year's Tutor Day: Topics discussed were varied and included the new OHP's for the CL1 course and the Tutor rating system.

In respect of this year's projects we are currently working with the BAB CPO to finalise the issues surrounding the teaching of under 18's. The revised version of the BAB Coaching and Club Handbook will be completed in the next few months. Due to some Zones lacking a CL1 tutor it is our aim to approve three more tutors in these Zones

Frank Burlingham (Coaching Development Officer)
Grev Cooke (Coaching Administration Officer)

BAB AGM – 14 May 2011 – Clubmark Officer's Report

Clubmark continues to show growth in numbers, with this year seeing a steady increase in club accreditations clubs and others that are close to being accredited.

As part of the new requirements I am required to visit clubs at least once during the three-year accredited period. The introduction of the health check means more contact between us and

this is very useful in as much as we will be able to share ideas that other clubs have, including helping many other clubs to go forward.

I look forward to receiving your request to start the process of Clubmark. Please remember that we have on board many experienced members that are only too willing to help our Clubmark assessors, and you know I will give as much support as I can. Let's increase our accredited numbers even more this year.

Terence Bayliss (Clubmark Officer)

BAB AGM – 14 May 2011 – Membership Officer's Report

We continue to get many inquires from groups/associations wishing to join the BAB and these enquiries keep me quite busy with giving advice and a much help as I can. In this regard, the introduction of the new Associate class of Membership for groups of between 30-99 members has highlighted a number of issues relative to processing applications for Membership and monitoring the Probationary period of accepted groups. The many issues raised were debated at a recent meeting of the Membership Sub-Committee, and the resulting recommendations passed to the Executive Committee. Please take the time to read the EC report on these issues which is an agenda item in the GM following this AGM. I would very much like to thank the members of the Membership Sub-committee – Shirley Timms, Michael Sheridan, Keith Holland and Bill Harris – for their time, help and guidance in compiling the report to EC and Board.

Terence Bayliss (Membership Officer)

BAB AGM – 14 May 2011 – Webmaster's Report

Over the last year, the website has been moved to a new Internet Service Provider due to constant down time and a very slow service provided by EasySpace. Our new provider Web Wiz is UK-based so we are supporting British Industry; they are also easy to talk to if we have any problems.

We have finally released the Grading Certificate System; this will allow people who would like a BAB Certificate confirming the grade that they have obtained via their own Association. They will need to register their grade in the membership area which is then confirmed by their own Association. After that they can apply for a certificate; payment of £10 is requested by PayPal/credit card or cheque.

We are constantly updating the rest of the site, with updates most recently on the Child Protection area and Coaching. All Associations are requested to send in profiles of their senior Dan grades so they can be included on the website. And if you have any articles that you would like published please send them to us. Remember, the website is for you and all your members. The more interesting the site is, the more people will read it and hopefully create an interest in Aikido, thus growing your own Association and club.

The system that is currently being worked on is a "Back End" system to allow for the monthly returns to the BAB to be completed on line. This will take a couple of months to be written and tested before a pilot can be carried out with a few of the smaller Associations to confirm its effectiveness.

We are looking for any volunteer 'graphic artists' who would like offer to help create some new and up-to-date artwork for the BAB website. If you are interested please contact the BAB Webmaster at webmaster@bab.org.uk

Stephen Billett (Webmaster)

BAB AGM – 14 May 2011 – Media Officers' Report

Introduction. Since the inception of the media office Richard and I have been focusing on Internal Communication. Over the previous months the message has been clear that we have a serious challenge in reaching the BAB membership with routine communications. We have, therefore, put our efforts into a campaign to improve internal communications with the BAB membership. Since taking post we have created and populated Facebook and Twitter pages and, significantly, produced 3 Newsletters to date; the next due out in June.

Social Media. Facebook and Twitter have become useful tools and many members now use these social media assets to communicate or to access information. Facebook is the most successful with 250 members actively using this system by posting information. We clearly still have a long way to go but we are slowly making positive strides towards reaching our audience. Facebook has the capability to become a very powerful information tool while the best ways to exploit Twitter are still being investigated.

Newsletter. The newsletter has had its problems with distribution and it became apparent early on, that the contact database that we had is not up to date. We are actively looking at ways in which this can be improved and continue to put the newsletter out via email, Facebook and Twitter and the website. Significantly, we are getting more and more

comment and input for the newsletter with each edition published though the response remains disappointing to date.

Website. The main and most significant asset for reaching the wider aikido audience is the website and the current site falls well short in terms of the look and functionality that we would wish it to have. We understand that this is a slightly contentious issue but as the prime means of communication and a highly visible icon for the British Aikido Board we feel that it needs to be totally revamped and brought up to date. We understand that there are many opinions on this subject and that significant costs may be induced but from a media point of view a new, modern and highly useable website will be a media priority for the forthcoming year.

Conclusion. During the last year the most significant issue has been internal communications and we expect this to remain our focus for the next year. We will continue to manage the social media assets and produce a quarterly newsletter. We hope the issue of replacing the website will remain an active issue and we shall work hard to convince the Board that this will be a worthwhile investment for the BAB to undertake.

Mick Mercer (Media Officer)
Richard Watts (Assistant Media Officer)

BAB AGM – 14 May 2011 – Lead Safeguarding Officer’s Report

Another year of consolidation is now behind us. Safeguarding (from my perspective) appears to be well embedded into our policies and procedures. I continue to send e-mails alerting CPOs to new developments, and to make them aware of events and resources which may be of interest.

The induction of new groups has not always run 100% smoothly and so I am looking at ways of making this more robust. I am talking with TMG about this and have some ideas which I hope will help with the housekeeping side of things. I should take this opportunity to reinforce the fact that Associations are autonomous, self-policing organisations. It is up to each Member Association to ensure that the requirements of the Safeguarding policy are in place throughout their organisation. My role, in terms of implementation, is one of help and support – and those CPOs who have worked with me will, I hope, confirm that I am always happy to do this.

I would also remind CPOs that I still have some CWO support packs (booklets and DVDs) – so if you would like more copies please e-mail sueward.cpo@gmail.com. The BAB supplies these free of charge.

You will recall that in my last report I mentioned our first Steering Group meeting – and minutes of this have already been published. The main outcomes were a) the Junior National Course which is being run by Phil Bengé on the 15th May and b) the reintroduction of locks onto the junior syllabus. The work around the use of locks with under 18s is still on-going. I have produced my report and recommendations which are now with a Working Group and I hope to have further news to report in the near future. In the hope to better inform our decision-making process, recently I managed to get Plymouth University on board to assist us. Their Sport and Exercise Research Group have agreed to help, and they now looking for some funding to ensure this research project goes forward. The only downside to this is that it may take 12 months for them to complete their findings. In the meantime I would refer you to the revised Safeguarding Policy which details the current ‘risk assessed’ approach to this important part of aikido training.

My main task for this year is to establish a formal training programme for CPOs. I have asked for feedback re delivery modes and it seems that face-to-face is the preferred method. I

would agree, and only offered a 'virtual' e-learning option because I appreciate the issues we all face around the costs of travelling these days. Based on the CPO feedback I am now discussing some group training options with CPSU and will report back through the CPO network when I have some more information. I am looking to run something towards the end of the year (Sept-Nov time). So in anticipation of this, can all CPOs ensure that they have a current attendance certificate for the scUK SPC workshop (current = within the last 3 years). This certification is a mandatory requirement for the post of CPO – and it is required by CPSU as a pre-requisite for their courses too.

Finally, for those of you who may not know, I have recently changed jobs and as a result my daytime contact number has also changed. You can reach me on 01271 327800 (daytime) or 01271 343952 (eves) and my email address for all safeguarding matters is sueward.cpo@gmail.com

Finally, my thanks, as ever, go to my colleagues on the Case Management Group (Celia Tierney and Francis Burgess) who have given freely of their time and expertise – and also to Vincent for his help and support.

Sue Ward (Lead Safeguarding Officer)

BAB AGM – 14 May 2011 – Equality & Equity Officer's Report

Since coming in to the Role in late 2010 I have drawn up an Action Plan for Equality, Equity and Diversity work with the BAB. Due to the size of the membership of the BAB it would be difficult to serve individual associations. I'm therefore suggesting that undertaking policy work this would be made available via an Equality and Diversity page / section on the website and updates also made within the BAB's newsletter the Aikido Times where best practice can be shared.

My report, the detail of which is in two parts, is not included here but will be discussed at the next Executive Committee Meeting (9 July). The first part contains my comments and suggestions in line with the Aikido Development Plan set out by the Executive Committee. The second part is my individual action plan to align the BAB with the appropriate. I am currently taking measures to start to gain the Equality in Sports accreditation from Sports England.

The Equality and Diversity Agenda set by Sports England and the Equality in Sports Framework is set into seven sections these being no particular order (highlighted areas are those I am primarily focusing on):

- Age
- Sexual Orientation
- **Disability** - EFDS
- Religion and Belief
- **Race and Ethnicity** – Sporting Equals
- **Gender** – Women's Sport & Fitness Foundation

ENCLOSURE 2

BAB AGM – 14 May 2011 – Finance Officer's Report

Subscription income decreased £9171 as a result of the change in system; from the old banding system to the new subscription per [little] member, the difference is because our accounts are from January to December but the subscription year is from 1st March to 28th February.

Bank deposit interest went down by £2039 due to the credit crunch and the fall of bank base rates to ½%. We are currently renegotiating with HSBC with regard to the rates received and also investigating the market place.

Travelling costs have increased primarily because there are more people fulfilling roles on the Executive Committee.

I have prepared budgets for 2011, we plan to invest a further £5000 in developing the web site, which is probably the most effective and also the least controversial way to promote aikido in the UK; plus allowing for an additional £2000 on Child Protection issues , £2500 for Coaching and £1250 for Media and Marketing. We will make loss of around £10,655 which, again, will be funded from brought-forward reserves.

In 2006 we made a provision for insurance costs of £32963, this has not been used and therefore the accountants have written this back into the accounts. As a result of this we have been able to keep fees lower than our current expenditure for a number of years. We made a loss in 2009 and 2010 and we will make a loss in 2011, obviously this cannot continue; we will however hold the fees down again this year with a view to bringing them in line with our required income next year.

On a separate note the Doshu has decided to restore the Dojo in Iwama and has requested donations from the international aikido community. As the Doshu has no intention of recognising the BAB Associations (as a whole) to be in the "Aikikai" fold, it was felt by the Executive Committee that we should ask the Board members if they wished the BAB to make a donation.

We continue to hold good reserves and the finances of the BAB continue to be sound.

I propose we continue with the services of PB Hourigan & Co to be our accountants.

(Next pages: Accounts for the Year Ended 31 December 2010)

Piers Cooke (Finance Officer)

BRITISH AIKIDO BOARD

Accounts for the year ended 31 December 2010

Information

Accountants P B Hourigan & Co
Chartered Certified Accountants
Garrards
Cowfold Road
WEST GRINSTEAD
West Sussex
RH13 8LY

Bankers HSBC
175 Buckingham Avenue
Slough Trading Estate
SLOUGH
Berkshire
SL1 4RD

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BRITISH AIKIDO BOARD

Accountants' Report on the Unaudited Accounts to BRITISH AIKIDO BOARD

As described on page 3 you have approved the accounts for the year ended 31 December 2010 set out on pages 2 to 4. In accordance with your instructions we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

P B Hourigan & Co
Chartered Certified Accountants
Garrards
Cowfold Road
WEST GRINSTEAD
West Sussex
RH13 8LY
13 April 2011

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BRITISH AIKIDO BOARD
Trading and profit and loss account
for the year ended 31 December 2010

	2010		2009	
	£	£	£	£
Income				
Subscriptions		14,726		23,897
Registration certificates		14,945		13,433
Insurances		58,366		48,746
National, coaching and course fees		1,795		2,185
Sundry income		348		-
Bank deposit interest		30		2,06
CCPR grant		1,861		3,320
		92,071		93,650
 Cost of sales				
Registration certificates	13,986		13,290	
Insurances	56,739		47,465	
National, coaching & course expenses	4,419		3,005	
Consultancy fees	-		1,405	
	-	75,144	-	65,165
		16,927		28,485
 Expenses				
Officers remuneration	9,962		9,460	
Travelling	6,425		4,962	
Meeting expenses	1,373		736	
Insurance	989		928	
Computer and website costs	6,801		4,349	
Printing, postage and stationery	2,818		2,257	
Telephone and fax	1,265		920	
Accountancy	1,046		989	
Bank charges	13		44	
Child protection	1,469		7,073	
Sundry expenses	816		428	
Depreciation on office equipment	455		571	
Bank interest	-		18	
Interest on overdue tax	10		2	
	-	(33,442)	-	(32,737)
 Net loss for the year		(16,515)		(4,252)

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BRITISH AIKIDO BOARD
Balance sheet
as at 31 December 2010

	Notes	2010		2011	
		£	£	£	£
Fixed assets					
Tangible assets	2		1,821		2,277
Current assets					
Debtors	3	3,610		-	
Cash at bank		150,901		169,427	
		<u>154,511</u>		<u>169,427</u>	
Current liabilities					
	4				
Trade creditors		-		512	
Other creditors		-		2,226	
Sundry creditors		45,561		74,643	
		<u>45,561</u>		<u>77,381</u>	
Net current assets			<u>108,950</u>		<u>92,046</u>
Total assets less current liabilities			<u>110,771</u>		<u>94,323</u>
			=====		=====
Capital account					
Brought forward at 1 January 2010			94,323		98,575
Exceptional item – insurance overprovision			32,963		-
Loss for the year			(16,515)		(4,252)
			<u>110,771</u>		<u>94,323</u>
			=====		=====

I approve these financial statements for the year ended 31st December 2010 and confirm that I have made available all relevant records and information for their preparation.

Mr P Cooke - Financial Officer

Date: 13th April 2011

BRITISH AIKIDO BOARD
Notes to the accounts
for the year ended 31 December 2010

1. Accounting policies

1.1. Accounting convention

The accounts are prepared under the historical cost convention modified when necessary to include the revaluation of certain fixed assets.

1.2. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 25% on reducing balance

2. Tangible assets

	Office Equipment £	Total £
Cost		
At 1 January 2010	11,402	11,402
At 31 December 2010	11,402	11,402
Depreciation		
At 1 January 2010	9,126	9,126
Charge for the year	455	455
At 31 December 2010	9,581	9,581
Net book values		
At 31 December 2010	1,821	1,821
	=====	=====
At 31 December 2009	2,847	2,847
	=====	=====
	2010	2009
	£	£
3. Debtors		
Trade & sundry debtors	3,610	-
	=====	=====
4. Current liabilities		
Trade creditors	-	512
Taxes and social security costs	-	2,226
Accruals and deferred income	45,561	74,643
	45,561	77,381
	=====	=====

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BRITISH AIKIDO BOARD

MINUTES OF GENERAL MEETING following AGM held on 14 May 2011 at Solihull Football Club

PRESENT (as for AGM)

APOLOGIES FOR ABSENCE (as for AGM)

1. MINUTES OF THE GENERAL MEETING OF 6 NOVEMBER 2010 AND MATTERS ARISING

Agenda Item 5 – National Course 2010. The Vice-Chairman pointed out that audit of the income and expenditure for the course had resulted in there being a profit of £329 rather than the loss of £172 reported in the minutes.

Agenda Item 5 – National Course for Young Persons. Noted that the date had been changed to 15 May 2011.

Agenda Item 12 – AOB - Registration of the BAB Logo. Noted that this was still being progressed.

There being no further matters arising, the Chairman was authorised to sign the Minutes as a true record of that meeting.

2. AIKIDO DEVELOPMENT PLAN

The progress on achieving targets set in the plan were welcomed. Noted comment by the Chairman that Insurers placed great importance on organisations developing and maintaining such business/development plans.

3. COACHING

The CAO stated that when organising CL1 courses it is apparent that some registered applicants, after a few years, do not show any further interest in attending this course. This tends to skew the actual course requirement for a specified zone/area of the UK. In view of this, the Board Members agreed that CL1 coaching applications that are more than 2 years old will be removed. This will include applicants for the CL2 unit 'Young people'.

Other CL2 and CL3 units will remain on the BAB website course application page for three years after which they will be removed. Applicants for the CL2 and CL3 assessment will not normally be removed. However, if there is a reason for their removal the CAO will notify the student first.

Board Members also agreed that, because of the insurance implications, the BAB should not display Club information on its website where it can be shown that the Club does not have a qualified Coach of at least CL1 standard.

4. MEMBERSHIP

The initiatives being implemented as a result of the recent review by the Membership Sub-Committee were welcomed.

Noted that at a recent meeting with the Insurance Brokers (Endsleigh) they had confirmed they were prepared to provide continued insurance cover for breakaway groups whilst their application for BAB membership was being processed.

T. Bayliss advised that Aikido Alive London and White Rose Aikido Associations had successfully completed their probationary period. The Board Members agreed to:

Aikido Alive London being accepted as an Associate Member
White Rose Aikido being accepted as a Full Member

The following Associations, although they have completed a year's probation, have not yet met all of the BAB membership requirements; it was agreed that their probationary period therefore be extended for 6 months, exceptionally:

Takagashirkai – still waiting for Instructors to complete CL1
Moving East – still waiting for Instructors to complete CL1
Iwama Shin Shin Aiki Juku UK – still waiting to complete CRB checks and CL1

Noted that an application had been received from Birmingham Aiki Dojo. It was agreed that they be accepted on 1-year's probation.

5. CLUB MARK

T. Bayliss reported that Ren Shin Kan, Dudley, has been accredited with the Club Mark Standard.

In response to action required by the Sport England Clubmark co-ordinator, who had advised that accredited clubs needed to be visited for a 'health check' at least once in the 3-year accreditation period, the following clubs have now been 'health checked':

Dentokan AikiJutsu	Shudokan Aikido (Preston)
Trafford Aikido Club	Tenchi Ryu Aikido (Barnstaple)

6. EQUALITY AND EQUITY

Andrew Humphreys introduced himself as the newly appointed Equality and Equity Officer. He commented that Equality and Diversity was a wide subject and advised that he will focus on three key issues, namely:

Disability - supported through the English Foundation for disability sport
Ethnicity - supported through Sporting Equals
Gender - supported through Women's Sports and Fitness Foundation

He also stated that he will aim to create models of engagement for these groups which will eventually be available through the BAB website. He will seek funding for training and on promotion of Diversity Groups. The specifics and timetable for the many actions proposed will dovetail into the Aikido Action Plan. This action to be undertaken through the Executive Committee.

The Board noted that in due course the Equality & Equity Officer would be seeking some basic data to (i) support his action plan (ii) help facilitate external funding and (iii) to assist in confirming that the BAB do not discriminate. Members present indicated that they would be willing to support the provision of such data.

7. WEBSITE/COMMUNUCATIONS & MEDIA

The Webmaster explained that due to a security flaw he has recently updated the Forum. The update will now allow YouTube videos to be displayed within the Forum.

Currently the Online Version for BAB Returns is being worked on and an update to the BAB email system is being considered and planned for the near future, as well new pages for 'Equity and Diversity'.

The following problem areas were also explained.

- **Club Updates**

The webmaster has constantly answered questions over the last couple of years on how to login into a club to update data information. The main problem is that clubs loose the login email address and password.

Firstly, if you can't login, click on the '*Forgotten your login click here*' link. This will send an email and advise you of the email address and login password. But if you are not the owner of the email address you will not receive it.

Secondly, contact your Association. They can reset the login and password for you. Only in the last resort contact the Webmaster.

- **Adding a Course**

Firstly ask your Association to add the course. If they can't then and only then contact the Webmaster.

In response to the Agenda proposal seeking Members' views on the need or otherwise for Website Training Courses for Association Website representatives, the consensus was that, initially, members needing information on how to update their Association details should **read the help files:**

http://www.bab.org.uk/Mysql_club_directory/How%20to%20Update%20Club%20Details%20on%20the%20BAB%20Website.pdf

http://www.bab.org.uk/downloads/How_to_Update_Association_Details_on_the_BAB_Website.pdf

It was explained that the Webmaster spends a large amount of time helping the Associations update data that they should be able to do themselves. It was therefore suggested that each Association appoint a single person to be the first point of contact for any web problems and if that person cannot solve the issue then – and only then – should it be passed to the Webmaster.

A further suggestion was made that the BAB appoint someone to assist the Webmaster. The Webmaster asked if Bob Salloway of the Kai Shin Kai would be available to act as Web Admin Officer as he had previously assisted in this role on the website. The Principal of KSK agreed to discuss the matter with Bob subsequent to the meeting.

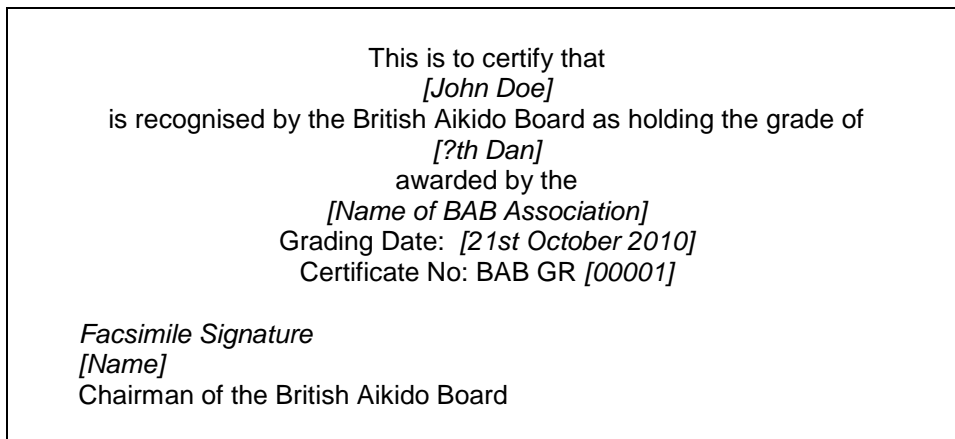
Chairman's After Meeting Note: It is understood that Bob Salloway has agreed to assist the Webmaster with specific updating tasks. Webmaster to liaise with Bob Salloway.

Action: Webmaster

Graphic Artist. The Webmaster stated that he would like help from a graphic artist and invited volunteers to contract him if they were interested.

Action: All Association members

Dan Grade Certification. As reported in the Minutes of the Executive Committee Meeting held 12 March, the Dan Grade certification scheme is now live on the Website and available to all members. It is emphasised that no member can obtain a certificate, confirming their Association grade, without the permission of that Association. The certificate has the same format (A4 portrait) as the BAB Coaching Certificates and says quite simply that:



BAB Insurance Certificate. The Webmaster reported that an on-line system for issuing of BAB Insurance Certificates was under development and it was anticipated that a pilot scheme involving 2 or 3 Associations would become operational later this year.

Media. M. Mercer reminded Members that three newsletters had now been sent out, and asked for further articles for newsletter No. 4.

Action: All Association members

8. CHILD SAFEGUARDING & PROTECTION

The Chairman reported that the Lead Safeguarding Officer, Sue Ward, has had meetings with CPSU and Educare about a combined 'face to face' and online training programme for CPOs (and possible training for CWOs and other designated volunteers). She expects to provide an update on this within 4-6 weeks via the CPO network.

Sue contacts CPOs via email so please ensure your CPO email details are current and that emails are read! Other points to note were as follows:

- CRB checks need to be renewed every 3 years. If you are unsure as to the status of your group's CRB checks then Sue can email you a current listing. In any event, Associations are reminded that it is a BAB-minuted policy that any CRB checks which pre-date July 2010 **must** be renewed by **no later than July 2013**.

Action: All Associations

- If your Association has any clubs offering sessions for under 18s you **MUST** ensure you have a CPO and that the CPO makes contact with Sue.
- Any Assn teaching under 18s should have at least 2 CRB checked people – this is because no instructor should ever coach alone – and anyone helping must be CRB checked. There are still some Assns out there with only one registered check.

Please note: The Lead Safeguarding Officer CANNOT police your Associations for you. You are autonomous organisations responsible for keeping your own houses in order. Sue will offer whatever support she can to CPOs, CWOs and Instructors. But Association CPOs/Principals must ensure that the **WHOLE** of their group is compliant with the relevant

BAB policies. This is especially important for large Assns with a wide geographic spread and possibly even more important for Associations acting as “umbrellas” for small groups.

Action: All Associations

Approval of CRB Disclosures. It was agreed that there was a need for Associations to know when CRB’s had been approved by the BAB CP CMG/Lead Safeguarding Officer (LSO). The Chairman will discuss this with the LSO.

Action: Chairman/Lead Safeguarding Officer

9. NATIONAL COURSE

The Vice Chairman outlined the arrangements for this year’s National Course which will be held at Brunel University, Uxbridge, Middx on 8th October 2011. The following Instructors had been invited to teach:

Terry Ezra	Komyokan Aikido Association
Frank Burlingham	Institute of Aikido
Paul Bonnet	BAA Shudokan
Paul Barker	Aikido Circle
Chris Mooney	British Birankai

Pre course booking would be £20.00 or £25.00 for payment on the day.

Young Person’s Course – 15 May 2011. At this point P. Benge took the opportunity to comment on the Young Persons Course which was arranged for the following day, Sunday 15 May. He expressed disappointment that only 3 clubs have supported the course, and only 40 young people were expected. Only one person had applied to take part in the Forum; this was therefore cancelled due to the lack of response.

10. INSURANCE

The Chairman having explained the rationale behind the late change of insurance brokers – from Perkins Slade to Endsleigh – handed out a prepared “Q&A” sheet (now attached to these Minutes) which was the result of his meeting with Endsleigh on 10 May 2011.

With regard to the need for Associations to register Club venues, the Chairman advised that in the BAB Insurance Guidelines document at Appendix C there is an appropriate form which can be used to notify new clubs during the year; the form should be submitted to the BAB Secretary with the members’ “insurance certificate” monthly return along with the fee of £55.50 (payable from 1 March 2011).

Action: All Associations

The Board endorsed the action taken to move from Perkins Slade to Endsleigh as the Board’s Insurance Brokers.

Chairman’s After Meeting Note: At the next meeting of the Executive Committee (9 July) I will be recommending that the Club venue fee is made pro-rata throughout the year, based on the quarterly system that was in place for Instructors under the Perkins Slade insurance scheme.

Action: Executive Committee

11. WEAPONS PROTOCOL

The Vice Chairman reported that, since the preparation of the Report and Draft Protocol, the insurance brokers Endsleigh had confirmed:

- **Weapons Protocol Report** – para 4 – Other Weapons: that the use of such wooden weapons, including bokken and tanto were covered by our insurance.
- **Draft Protocol:** that the use of live blades in strict adherence of the Weapons Protocol would be covered by our insurance at no extra cost.

The above changes, over that offered by our previous insurers, were welcomed. Adoption of the Weapons Protocol was proposed by K Holland, seconded by M Muldoon and formally approved by the Board Full Members subject to (i) an appropriate reference to the insurance cover now available, and (ii) 2 minor clarification amendments being included. The Protocol would now be published on the Website and an appropriate section included in the new Coaching Handbook.

Action: Vice-Chairman

12. ANY OTHER BUSINESS

The Chairman commented on the Sport and Recreation Alliance (SRA) survey, indicating that so far only 68 of the 400+ BAB Association Clubs had completed the survey questionnaire. He asked all Associations to redouble their efforts to get Clubs to participate in the survey. The closing date for completing the survey was 31 May 2011.

15. DATE OF NEXT MEETING

It was agreed that the date of the next General Meeting would be 5 November

Enclosures:

1. Insurance Q&A sheet
2. Approved Weapons Protocol (effective 14 May 2011)

Questions for Endsleigh Insurance Brokers – and answers given on 10 May 2011

1. Levels of Indemnity

- The Summary of cover for Clubs and Associations does not show that for the top level – the BAB Executive Committee – should be £10m
Separate summary for £10m now issued for BAB Exec
- Under Summary of Cover for Instructors & Students, it states that Personal Accident cover is for anywhere in the world. Does the same apply to the **Civil Liability** element of cover?
PI and Employers' liability is worldwide. Public Liability is EU – can be extended to worldwide if required.
- Can we see a copy of the full policy – would like to be satisfied that all issues such as indemnity liability for Board members, in terms of decisions taken as an unincorporated body (e.g. Directors and Officers Cover) and defence against child protection allegations is covered.
Chairman BAB now has hard copy – E-copy being sent to BAB
- Is £5 million civil liability cover sufficient for multiple claims – e.g. a number of individuals sued from a club in respect of one incident?
This needs further discussion. Perhaps you can provide examples of where you see a risk of multiple claims arising from the same incident?
- Perkins Slade advised that CL should be increased to £10m for all. What is the Endsleigh view on this? Is there a history of claims in excess of £5m?
As above, needs further discussion. Whilst we have not seen a history of claims exceeding £5m for sports associations it might be prudent for the Board to consider whether a higher limit is required.

2. Miscellaneous Questions

- Does the insurance give cover for
 - BAB Students practicing overseas?
YES – *There is, however, a caveat to this in that a **claim** resulting from practice in the USA must be processed and heard in the UK. Claims first brought in the USA are excluded under the insurance policy.*
 - Overseas Students in UK on education/work visas?
YES
 - Overseas Instructors invited to attend and teach at BAB/Association courses?
YES
 - Instructors giving demos at schools and/or running courses as schools?
YES
- Are events such as BAB and Associations' Annual National Courses covered even though they are normally held in one-off locations (e.g. Brunel University and other university campuses in the UK – because of the numbers attending the courses) rather than at a BAB declared Club?
YES
- What information, if any, will be required by Endsleigh on a monthly basis?
In relation to events and courses we will not require monthly declarations, however it would be useful to have an idea of the number of events that are organised during a typical year. Chairman BAB explained that most Associations ran intermittent weekend courses and 3-5 day seminars over (say) easter and during the summer. Ballpark was therefore – throughout the BAB – circa 150 such events (averaging 3 per weekend across 50 Associations. This was accepted as reasonable and with the insurance premium cover.

Chairman's further clarification in response to a question from John Emerson (Principal UKAU): The principle behind Endsleigh wishing to know the number of Associations and Clubs is the "risk" involved with what is called "contributory negligence". To explain, although insurance at a training venue may be covered by the Leisure Centre, local authority, University campus, etc, were there to be an incident in the dojo any negligence claim (e.g. for/under HSAW or damage to property, etc) could be against the owners of the premises, or against the dojo instructor or the dojo student(s) – one or all of them could be found to be negligent so it is important that dojo venues are declared by Associations because of the possibility of "contributory" negligence claims. Club venues are covered from the month they are declared on BAB monthly returns to the Secretary. The question of the fee of £55.50 is a bone of contention to some Associations and/or Club instructors – The Chairman will elaborate on this at GM on 14 May.

- Can Endsleigh offer Clubs cover for loss/damage to training mats?
YES (tbn)
- Is Libel & Slander (for Board) covered?
YES – included as part of PI cover
- **Uninsured Risks** – Can you provide quotes for the following risks:
 - Damage to any data – Cyber Liability
YES – details tbn
 - Fidelity Guarantee.
YES – proposal form handed to Chairman BAB
 - Is an additional premium required/available – for those who want the option of cover - to cover child abuse claims at Instructor/student level? (e.g. to cover legal defence costs for an accused person)
Defence costs covered as part of the Abuse extension. Chairman BAB noted the policy excess in the event of a claim, being £2.5K and asked for a "claims protection" quote to bring this down to £500

3. BAB know we cannot make a profit on sale of insurances but need advice on whether or not we can re-coup actual costs, such as Admin, developing of systems e.g. new Returns System, etc which otherwise fall as a debit to the BAB..

The BAB will be able to re-coup admin costs provided they can demonstrate that what they are receiving covers the costs and that no profit is made.

4. The Summary of Liability shows that:

- the "members" civil liability is £5m in respect of **any one occurrence**, whilst
- the Directors' & Officers' liability is £5m **in any one period** (same principle applied to "Abuse")

*The Chairman asked Endsleigh what this meant? It means what it says on the tin! For Directors and officers the £5m (as it applies to Associations/Clubs – as one entity) is ceiling for claims in the insurance year. So, if on one claim the insurers paid out £1.5m then on subsequent claims the amount left in the pot is £3.5m. The BAB Executive Committee ceiling is £10m. **This caveat is no different to what was in the Perkins Slade policy cover where the same aggregate/ceiling applied.***

Endsleigh then asked the Chairman why he (or BAB/Association Officers) were worried about this limitation as it was an industry standard and had not yet been exceeded.

Chairman's additional note: Regarding the excess (in the event of a successful claim against an officer of the BAB or an Association or Club) the excess has to be the responsibility of the BAB (for Exec Officers) and Associations/Clubs respectively for claims against their officers.

BRITISH AIKIDO BOARD

WEAPONS PROTOCOL

The Protocol has been approved to provide guidance to Instructors and Students on the correct use, transportation and storage of such weapons and should be read in conjunction with the Insurance Guidelines, and the BAB Coaching Handbook which can be downloaded from the BAB website www.bab.org.uk.

1. Types of Weapons Used in Aikido Training

(i) Wooden Weapons, including bokken, tanto and jo.

In the case of the bokken and tanto these either have a blunt end or a rounded point and the use of either is covered by the BAB Insurance policy.

(ii) Live Blades

These could include weapons such as original and replica "samurai swords" (i.e. curved blades of 50cm or over in length from handle to tip) and tanto; and, under the 2008 Amendment to the Criminal Justice Act 1988 (Offensive Weapons) could include weapons made from wood, alloy, carbon fibre or even plastic. The use of such weapons is covered by the BAB Insurance policy, subject to strict adherence with this Weapons Protocol.

The following basic protocols and risk assessment requirements should be applied to the use of ALL types of weapons.

2. Basic Protocols

(i) Transportation & Storage

- Police Guidance on the possession and carrying of offensive weapons can be downloaded from the BAB website and forms an integral part of this Protocol.
- The law regarding the carrying of weapons in a public place is contained in Section 1 of the Prevention of Crime Act 1953 & Section 139 of the Criminal Justice Act 1988.
- Aikidoka carrying weapons who are stopped by the Police, should give every assistance to the officer(s) including an explanation of why such weapons are being carried. No attempt to conceal the fact that weapons are being carried should be made.
- Aikidoka should carry their Association's Membership book to show they are participating in an approved martial art.
- Weapons should only be carried when it is known that they are required at a particular training session. Coaches should therefore inform their students as to when weapons are actually required.
- Weapons should only be carried directly to and from a practice.
- Weapons should not be left in a vehicle on a permanent basis.
- Aikidoka should ensure that their weapons are carried within a secure bag at all times and hence not directly visible, and should ensure that the bag is never left unattended. "Live blades" must always be transported in their scabbards

- Travelling on public transport with weapons should be avoided if possible.
- Whilst the words “reasonable excuse” and “good reason” in each of the relevant Acts may provide a defence for the student, in relation to the carrying of such weapons, it will be for the individual, not the police, to prove that they had a reasonable excuse or good reason for possessing the item. The student’s demeanor is a most important factor in dealing with a police enquiry.
- All live blades should be stored in a locked secure cupboard if left permanently in the dojo and Instructors should be able to have access to them. If not kept at the dojo, live blades should be kept at qualified Aikidoka’s homes.

(ii) Risk Assessment

Before starting a training session the instructor should carry out a risk assessment including considering the following factors:

- The Dojo floor should be clean and present no tripping hazards.(check for holes, gaps etc and potential slippage from sweat).
- The height of the ceiling should be sufficient to avoid contact with weapons
- Avoid dangerous obstructions, pillars, heaters, etc.
- The Dojo should be large enough for the number of students and the activity. This may be obvious in respect of the area in front of the students but can be overlooked in the area behind them.
- The minimum space recommendation for pairs training with weapons is 5 square metres per practitioner.
- Ensure students know how to check their own equipment and its safe use.
- Weapons and any related equipment should be checked, by the user, prior to the classes for any defects. In the case of “live blades” particular attention should be paid to the security of the handle.
- The student’s gi and hakama should be worn correctly to avoid the risk of tripping over or weapons becoming entangled in clothing.
- Special consideration should be given to other “users” sharing an area, particularly in large sports halls, where access routes are shared with other activities.

(iii) Training with “Live Blades”

- Practice should be for special classes under the direct supervision, at all times, of a qualified BAB Coach
- Qualifications for practice. As a minimum the last 12 months of practice should have included the use of wooden tanto or bokken.
- The Coach should ensure the students always practise what is being taught and not permit any deviation during the training session.
- There should be absolute quiet on the mat by all watching students.
- There should be an atmosphere of study and concentration.
- Written guidance is to be provided to Instructors, by the Associations on progressive practice – starting for example with fixed moves, before progressing to, say, tai-sabaki.
- Be aware of sweaty wrists and palms, dry with a towel before practice.
- When a blade is not being used it should be placed in its scabbard, and then put away securely.
- With the exception of an organised public demonstration, there should be no on-lookers who are not practicing.