

BRITISH AIKIDO BOARD

AIKIDO DEVELOPMENT PLAN (2014 - 2019)

The Executive Committee is responsible for developing targets and monitoring progress of action required under the ADP.

The following targets have been agreed by the Executive Committee and strive to be SMART i.e. (Specific, Measurable, Achievable, Realistic and Timed).

Completed Activities will be removed from this development plan and are recorded in a separate list of completed actions which indicates the outcome and the date the activity was achieved.

The RAG (Red-Amber-Green) rating system is designed to indicate how progress is going with each individual activity:

Red – significant work needs to be undertaken and there is a distinct risk that the outcome may not be achieved by the deadline date or outcome of the project has major ramifications for the BAB.

Amber – matters are progressing but there are still a number of actions to be completed to meet the timeframe set.

Green – completed or nearing completion and will meet the timeframe set.

Proposed new targets for inclusion on the ADP are included at the bottom.

Leslie Cuthbert
(Legal & Corporate Governance Officer)

TARGETS

1. POLICIES (see also individual Sections)

No	DETAILED ACTIVITY	DATE TO BE ACHIEVED BY	COMMENTS	RESPONSIBLE PERSON	RED/AMBER/GREEN RATING
1.1	Periodically review/update all policies to ensure the BAB is at the forefront of best practice.	Ongoing		EXECUTIVE COMMITTEE	GREEN
1.4	Consider areas requiring the development of new policies	Ongoing		EXECUTIVE COMMITTEE	GREEN
1.5	Develop Policy for Vulnerable Adults	01/06/16	Policy agreed at Executive Committee on 12 September 15 – for submission to the Board	LEAD SAFEGUARDING OFFICER	GREEN

No	DETAILED ACTIVITY	DATE TO BE ACHIEVED BY	COMMENTS	RESPONSIBLE PERSON	RED/AMBER/GREEN RATING
1.6	Review & Update Data Protection and Information Security Policies	01/06/16	Draft policies to go to Executive Committee on 5 December 15	BAB WEBMASTER	AMBER
1.7	(New) Review of the BAB Constitution in terms of Insurance and Disciplinary Issues	01/04/16	Move 'opting out' provision from Insurance Guidelines to Constitution i.e. Associations and their members cannot "opt out" of the BAB Insurance "package" as it is an intrinsic part of BAB membership registration. Also amend paragraph 4.4 and situations in which a member is deemed to have terminated membership.	LEGAL AND CORPORATE GOVERNANCE OFFICER	AMBER

2. MANAGEMENT ADMINISTRATION AND FINANCE

No	DETAILED ACTIVITY	DATE TO BE ACHIEVED BY	COMMENTS	RESPONSIBLE PERSON	RED/AMBER/GREEN RATING
2.1	Assist all Associations to draw up a Development Plan by setting own example supported by website template	01/04/15	The strategy for developing the BAB's own Development Plan could be set down as guidelines for Associations.	LEGAL AND CORPORATE GOVERNANCE OFFICER	AMBER
2.2	Development of BAB Website	01/05/15	Implementation of new Website approved 22 nd Nov 2014 Further front of house and background systems to be developed including Members only section and DBS monitoring system.	BAB WEBMASTER	GREEN
2.3	Development of on-line BAB Registration	01/12/15	Targeted for implementation by end of 2015.	BAB WEBMASTER	GREEN
2.4	Consider Becoming a Grant Aiding Body	01/12/15	We have agreed grant making opportunities but as yet have made no grants – discussion paper needed.	BAB CHAIRMAN	RED

No	DETAILED ACTIVITY	DATE TO BE ACHIEVED BY	COMMENTS	RESPONSIBLE PERSON	RED/AMBER/GREEN RATING
2.5	Administrative Support to BAB Secretary	Ongoing	Support to be provided as and when required	BAB SECRETARY	GREEN
2.6	Review BAB Management Practice focusing on the use of modern technology	Ongoing		BAB CHAIRMAN & BAB WEBMASTER	AMBER
2.7	Continue to facilitate an external financial examination of the accounts.	Ongoing	Accounts to be published annually/placed on website as part of commitment to transparent governance	FINANCE OFFICER	GREEN
2.8	Develop Financial Management Policy	31/12/2015	Review of Investments Draft policy document to Executive Committee by 5 December 15	FINANCE OFFICER/BAB CHAIRMAN	AMBER
2.9	Insurance Policy to be kept under review to ensure adequacy and value for money.	28/2/2016	Next full review November/December 2015	INSURANCE OFFICER	AMBER

3. SAFEGUARDING OF CHILDREN

No	DETAILED ACTIVITY	DATE TO BE ACHIEVED BY	COMMENTS	RESPONSIBLE PERSON	RED/AMBER/GREEN RATING
3.1	Review & Update Child Safeguarding Policy and the development of appropriate Guidelines	01/04/15	Review and updating currently being undertaken	LEAD SAFEGUARDING OFFICER/BAB CHAIRMAN/ LEGAL & CORPORATE GOVERNANCE POLICY	GREEN

3.2	Develop Training Programme for CPO's to include (i) face to face training (ii) Educare distance learning models	30/08/15	Educare on-line package offered to all members. Extension of Licence achieved until January 2015 CPSU approved Time To Listen training: One Day workshop run for Association CPOs – second workshop planned for Summer 2015 to tie in with SASP Coach conference Following training by the LSO the BAB are now able to support our safeguarding provision as follows: <ul style="list-style-type: none"> • CPOs: a 1 day Time to Listen Course (we have run two of these already) • CWOs: 1 3 - 3.5 hour course • BAB SPC: a 3 hour workshop offering basic awareness training (scUK is an acceptable alternative) • BAB Coaching Children: a CL2 Unit already being offered either as part of CL2 or as a standalone qual for junior coaches. 	LEAD SAFEGUARDING OFFICER	AMBER
3.3	All Associations and Clubs to be made aware of and are implementing the BAB Child Protection Policy.	Ongoing	Initial Audit Undertaken. Further approach to be made to non-responding Associations. If Intermediate standards (3.13) not achieved then this will become a RED risk.	LEAD SAFEGUARDING OFFICER	AMBER
3.4	Continue to roll out Time To Listen Training Programme for CPOs.	ongoing	To be delivered through on-line courses	LEAD SAFEGUARDING OFFICER	AMBER
3.5	Offer Time to Listen Training Programmes to CWO's	Ongoing	To be delivered through on-line courses	LEAD SAFEGUARDING OFFICER	AMBER
3.6	Develop a suite of bite-sized / induction type training across multiple subjects based on policy	Ongoing but publish the first 'test'	iSpring presenter has been purchased and end product can be uploaded to any web site. Usage	LEAD SAFEGUARDING OFFICER	GREEN

	requirements.	programme? by Jan 2015	by members can be audited. Can also be used by Frank.		
3.7	RISK ASSESSMENT: RECRUITMENT To deliver effective monitoring of safeguarding needs to audit its compliance for instructors in a similar way to coaching.	01/04/15	Agreed development of monitoring system, to include icon recognition on website for CL1/DBS/PI verifications. Consideration to be given to inclusion of SPC and/or Coaching Children requirement	LEAD SAFEGUARDING OFFICER/BAB WEBMASTER	AMBER
3.8	Create an automated system to prompt the renewal of DBS checks and to link in with the use of the DBS Update system	01/04/16	System approved, awaiting allocation of Webmaster resource.	BAB WEBMASTER	AMBER
3.9	Improve recruitment	PowerPoint 1 to go live in January 2015	Policy of requiring the application of a compliant recruitment process within clubs to be communicated to Associations and Clubs. Recruitment PowerPoint created for use by all CPOs, to be promoted heavily through use e.g. of Aikido Times.	LEAD SAFEGUARDING OFFICER	AMBER
3.10	Ensure safeguarding message is received by all Clubs, Parents and Children.	Ongoing	Publicity Officer to consider how best to improve communications with individual membership.	LEAD SAFEGUARDING OFFICER/ PUBLICITY OFFICER	AMBER
3.11	Consider inclusion of SPC training and CL2 Coaching Units in 4 th	30/08/15	BAB offered free space at the SASP Conference.	LEAD SAFEGUARDING OFFICER/ COACHING DEVELOPMENT OFFICER	GREEN
3.12	Develop greater fusion between coaching and safeguarding.	2015 AGM	Possible inclusion of safeguarding session in CL1 courses.	LEAD SAFEGUARDING OFFICER/ FRANK BURLINGHAM	AMBER

			Consider requirement for Children's coaches to undertake ScUK Children's coaching mandatory.		
3.13	Obtain Intermediate Standards Award accreditation from CPSU	30/08/15	Presentation to CPSU Nov 14 unsuccessful, but welcomed by CPSU as a positive document towards accreditation. Areas still requiring attention noted. Further submissions to be made Summer 2015.	LEAD SAFEGUARDING OFFICER	RED
3.14	Identify support for Lead Safeguarding Officer	01/04/15	Agreed volunteer support should be sought to support work of LSO.	LEAD SAFEGUARDING OFFICER	AMBER

4. EQUALITY & EQUITY

No	DETAILED ACTIVITY	DATE TO BE ACHIEVED BY	COMMENTS	RESPONSIBLE PERSON	RED/AMBER/GREEN RATING
4.1	Appointment of Equality & Equity Officer	05/12/15	Advertisement posted in Aikido Times – to advertise via Facebook and also personal contacts be made with Associations by Shirley as to possible HR personnel amongst membership	BAB CHAIRMAN	RED
4.2	Review BAB Equality & Equity Policy against recent changes in legislation	Ongoing	Needs action as soon as possible.	EQUALITY AND EQUITY OFFICER	RED
4.3	Support Associations/ Clubs to increase & widen diversity of membership via disability awareness and equity training.	Ongoing	Women's Toolkit produced, BAB Equality Tool Kit produced.	EQUALITY AND EQUITY OFFICER	AMBER
4.4	Gather Equality and Diversity information from Member Associations	Ongoing		BAB WEBMASTER/ EQUALITY AND EQUITY OFFICER	GREEN

4.5	Investigate Disability, Equality and Diversity training for Associations & members	30/04/16		EQUALITY AND EQUITY OFFICER	AMBER
4.6	Encourage/ Support a series of pilot projects designed to increase participation in coaching amongst key target groups e.g. disability	Ongoing	Already ran a Juniors National Course.	EQUALITY AND EQUITY OFFICER AND COACHING TEAM	AMBER

5. MEMBERSHIP RECRUITMENT/PARTICIPATION

No	DETAILED ACTIVITY	DATE TO BE ACHIEVED BY	COMMENTS	RESPONSIBLE PERSON	RED/AMBER/GREEN RATING
5.1	Develop and implement programmes designed to increase the number of young people in general in the sport	Ongoing	Grev Cooke leading small working group to investigate this.	EXECUTIVE COMMITTEE	RED
5.2	Develop and improve links with schools, specialist sports colleges and FE/HE institutions.	Ongoing	Grev Cooke leading small working group to investigate this.	EXECUTIVE COMMITTEE	RED
5.3	Collect more detailed data to assess pattern of membership, particularly amongst key target groups	Ongoing		BAB WEBMASTER	AMBER
5.4	Develop an Aikido Youth Programme	01/04/16	Need to identify what the aims of this programme are to be.	EXECUTIVE COMMITTEE	RED
5.5	Proactively recruit adults into the sport.	Ongoing	A range of initiatives have been implemented to attract new members.	EXECUTIVE COMMITTEE	AMBER
5.6	Continue to review membership and the services offered and their relevance to members – paying particular attention to ways of increasing membership.	On-going		EXECUTIVE COMMITTEE	AMBER

6. COACHING & EDUCATION

No	DETAILED ACTIVITY	DATE TO BE ACHIEVED BY	COMMENTS	RESPONSIBLE PERSON	RED/AMBER/GREEN RATING
6.1	Review opportunities to enhance the accreditation of BAB coaching Qualifications	01/04/14	Full review of potential for incorporating qualification within scUK Award or certificate undertaken. Not considered viable or necessary at this time. Current BAB awards delivered by Coaches holding scUK Tutor Coach Educator Course certification Consideration being given to Endorsement from 1 st For Sport and intention to have CL1 be assessed.	COACHING DEVELOPMENT OFFICER	GREEN
6.2	Review Coaching Criteria and Syllabus for BAB Tutors and Association Tutors	01/04/15	Revised Coaching criteria developed. Induction course planned for association Tutors. Review of Prior Accreditation towards Tutor Qualifications to be undertaken. Criteria for accrediting BAB Tutors to teach CL2 being developed.	COACHING DEVELOPMENT OFFICER	GREEN
6.3	Review new scUK modules as possible alternatives to BAB modules	Ongoing	Most recent review in October 2014.	COACHING DEVELOPMENT OFFICER	GREEN
6.4	Explore opportunities to work with other training authorities/ organisations to both enhance recognition of BAB Awards and develop pilot projects	Ongoing		COACHING DEVELOPMENT OFFICER	GREEN
6.5	Work with Associations to ensure that local training is provided in issues such as equity, disability awareness, child protection and child development	Ongoing	Current coaching scheme provides for elements to be taken through scUK, who lead courses throughout the UK. A number of Associations already actively encourage their students to take these courses New Coaching Handbook well received and already being re-printed 2000th BAB Coach accredited	COACHING DEVELOPMENT OFFICER/COACHING ADMINISTRATION OFFICER	GREEN
6.6	Support Development of Coach Mentoring system via existing senior Coaches, within Associations	Ongoing	CL3 Mentoring units being developed. Pilot Course planned shortly for 2015	COACHING DEVELOPMENT OFFICER/COACHING	GREEN

				ADMINISTRATION OFFICER	
6.7	Audit to ensure all Clubs on Website have a minimum of 1 qualified Coach.	On-going	Initial audit completed. On-going monthly monitoring to ensure all clubs maintain a qualified Coach.	COACHING ADMINISTRATION OFFICER	GREEN
6.8	Support and encourage Continuing Professional Development for BAB Coaches	Ongoing	Association & BAB Coach Tutor requirement to undertake and submit to CDO annual CPD undertaken.	COACHING ADMINISTRATION OFFICER/ COACHING DEVELOPMENT OFFICER	GREEN
6.9	Encourage greater participation of Senior Coaches in National course	Ongoing	Free or reduced course fee attendance for those holding CL2 & CL3.	EXECUTIVE COMMITTEE	GREEN

7. RESOURCES, INCLUDING VOLUNTEERS

No	DETAILED ACTIVITY	DATE TO BE ACHIEVED BY	COMMENTS	RESPONSIBLE PERSON	RED/AMBER/GREEN RATING
7.1	Develop and implement a BAB Volunteer Support Programme.	1/12/15		RESOURCES OFFICER	AMBER
7.2	As part of wider volunteer recruitment strategy, develop strategy to recruit, motivate more volunteers into Aikido	28/02/16		RESOURCES OFFICER	AMBER
7.3	Collect and collate more detailed data to assess the pattern of volunteers amongst all groups.	Ongoing		RESOURCES OFFICER/BAB WEBMASTER	AMBER
7.4	Develop a resource for advising Associations on opportunities for financing, including grant aid.	01/12/15		RESOURCES OFFICER	AMBER
7.5	Promote the 'Awards for All' programme to all clubs	Ongoing		RESOURCES OFFICER/ AIKIDO TIMES	AMBER

8. MARKETING & COMMUNICATION

No	DETAILED ACTIVITY	DATE TO BE ACHIEVED BY	COMMENTS	RESPONSIBLE PERSON	RED/AMBER/GREEN RATING
8.2	Develop Communications & Marketing Policy	01/11/15		PR & MARKETING OFFICER	AMBER
8.3	Improve communication with individual members	Ongoing	E mail address data to be collected through new Registration System. Addresses to be imported into Aikido Times Mail Chimp program.	BAB WEBMASTER	AMBER
8.4	Maximise distribution of Aikido Times	Ongoing		PR & MARKETING OFFICER	AMBER
8.5	Encourage and assist Associations and Clubs to build good working relationships with local authority Sports Development Officers	Ongoing		PR & MARKETING OFFICER	AMBER
8.6	Publicise/ Promote the role and profile of the BAB both internally and externally	Ongoing	BAB leaflets being developed for (i) new enquiries (ii) non BAB aikido groups (iii) development of BAB "kite mark" standard for venues.	PR & MARKETING OFFICER	GREEN
8.7	Continue to monitor and review the content and presentation of the BAB website.	Ongoing	Working Group reviewed presentation and content of website	PR & MARKETING OFFICER/ BAB WEBMASTER	GREEN
8.8	Ensure the continuation of a good working relationship with Sport and Recreation Alliance and Sport England.	Ongoing	Relationships maintained through correspondence by Chairman; attendance at Annual Conference etc. Recent initiatives included Audit to monitor development of Aikido.	BAB CHAIRMAN/ PR & MARKETING OFFICER	GREEN

PROPOSED NEW TARGETS – NOT YET ACCEPTED FOR INCLUSION ONTO THE ADP

No	DETAILED ACTIVITY	DATE TO BE ACHIEVED	COMMENTS	RESPONSIBLE PERSON	RED/AMBER/GREEN
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		BY			RATING

COMPLETED TARGETS

1.2	Develop Corporate Governance Policy	COMPLETED	Policy agreed by Board in May 2015	LEGAL AND CORPORATE GOVERNANCE OFFICER	GREEN
1.3	Appoint a BAB Corporate Governance Officer	COMPLETED	LESLIE CUTHBERT APPOINTED AS LEGAL AND CORPORATE GOVERNANCE OFFICER (22 nd November 14)	EXECUTIVE COMMITTEE	GREEN
6.10	Develop an Audit Trail recording the development of Coaching qualifications since the inception of the BAB	Completed	Completed.	BAB WEBMASTER/ COACHING ADMINISTRATION OFFICER	GREEN
8.1	Appoint PR & Marketing Officer	Completed.	New PR & Marketing Officer appointed.	BAB CHAIRMAN	GREEN - ACHIEVED