

BRITISH AIKIDO BOARD

MINUTES OF THE GENERAL MEETING HELD ON 6 NOVEMBER 2010 AT SOLIHULL FOOTBALL CLUB

PRESENT:	K. Holland	Vice Chairman (& UK Shinwakai)
	Mrs S Timms	Secretary (& Institute of Aikido)
	P.Cooke	Finance Officer (& Aikido for Daily Life)
	S. Billett	Webmaster (& Aikido Development Society)
	S. Morris	Aikido Research Federation
	A.P.Holding	British Aikido Association
	T. Yates	British Aikido Yoshinkan
	I.G. Grubb	British Birankai
	R. Martin	Komyokan Aikido Association
	Mrs S Baird	Lancashire Aikikai
	T.D. Bayliss	Membership & Clubmark Officer (& Seijitsu Aikido Ryu)
	B. Burrows	Shun Poo Kan
	G. Needler	United Kingdom Aikikai
	G. Cooke	Coaching Admin Officer (& Yama Arashi UK)
	L. Cuthbert	Legal Officer

The Vice Chairman reported that due to personal circumstances the Chairman was unable to attend the meeting and had submitted his apologies.

Vice Chairman in the Chair.

APOLOGIES FOR ABSENCE

A. Hathaway (UKAF), Mrs M Poole (UK Shinwakai), G. Masters (Ken Shin Kai), N, Coupland (Eiryukan), P.Barker (Aikido Circle), W Harris (Kai Shin Kai), Sarah Williams (Keitenshin Kai), F. Burlingham (CDO & Institute of Aikido), Sue Ward (Tenchi Ryu & LCPO) Mick Mercer (Media Officer), Richard Watts (Assist. Media Officer),

1. REVIEW OF THE MINUTES OF THE GENERAL MEETING OF 15TH MAY 2010

Noted that under item 4 Shudokan Aikido UK was accepted into full, not Associate Membership.

The Vice Chairman was authorised to sign the amended minutes as a true record of the meeting.

2. CHILD SAFEGUARDING & PROTECTION

• Disclosure Working Group

The meeting noted the conclusions drawn by the Working Group and the endorsement, by the Executive Committee, of the proposed action.

• Vulnerable Adults

In connection with Vulnerable Adults it was noted that a member of Tenchi Ryu had offered to undertake the work of Vulnerable Adults Officer and that a specialist in this field had agreed to give professional advice and guidance. Agreed that the Chairman be authorised to approve these appointments subject to confirmation of CV information. It was also agreed that because of the

significant areas of overlap with child protection procedures, Sue Ward would be the Lead Officer for both areas and would become the BAB Lead Safeguarding Officer.

The decision to start work on protecting vulnerable adults, was timely as the CCPR had recently identified it as a priority and Sport England were now making the existence of a Vulnerable Adults Policy as a pre-requisite for funding.

- **Code of Practice on the Use of Disclosure Information in the Recruitment Process of Ex-Offenders in Positions of Trust.**

The proposed Code of Practice was adopted.

- **Child Protection Policy on the Handling, Use, Retention & Disposal of CRB Disclosures and Disclosure Information**

The proposed policy document was adopted.

- **Child Protection Policy Appendix 17 – Application of Aikido Techniques when Teaching Children**

The meeting noted that following serious concerns by a number of member associations about the implications of the present wording, the Executive Committee had taken urgent action to provide a more meaningful Appendix. The revised Appendix was formally adopted.

ACTION: LSO

3. CLUBMARK

Noted that since the re-launch of this initiative 12 Clubs had received accreditation and others were in the pipeline.

4. MEMBERSHIP

Noted that the Executive Committee had approved in principle an application from North London Aikido Dojo to become an affiliated member and details would be circulated to member associations

ACTION: Secretary & Membership Officer

Also noted that an application had been received from the Aikido in Kent Association for associate membership. However the application had only been received on the 4th November and required further information before it could be considered by the Membership Committee, who would then process the request in the normal way.

ACTION: Membership Officer

It was noted that the Executive Committee had issued the following statement to clarify the position of individual members whose parent body decide to leave the BAB:-

All Associations and individual members are reminded that the BAB blue insurance slip is only valid, whilst the holder is also in membership of a member Association. This means that if a group decides to break away from their existing Association, they are no longer covered for insurance purposes.

ACTION: Secretary

5. NATIONAL COURSE

- **National Course 2010**

The Vice Chairman reported that whilst the event had been very successful it had made a loss of £172. Noted that numbers were down on last year, and that the Chairman had expressed concern that this was due, in part to 4 member Associations organising competing events on the same day. It was agreed that if the event was to continue members should give it their support.

- **National Course 2011**

Noted that certain problems had arisen regarding access to Brunel University, at this year's event, which fortunately did not ultimately disrupt the day, and the University had asked for the opportunity to regain their credibility and had offered to provide the facilities free for 2011. Based on current prices this was worth £800. **The next National Course will be at Brunel University on Sat 8th October 2011**

ACTION: Vice Chairman & All Associations

- **National Course for Young Persons**

Following interest expressed by a number of Junior Members, Philip Benge had agreed to organise the first National Course for youngsters. This will be held at Weston Super Mare on **1st May 2011** and was initially being planned for 50 youngsters though this would increase if additional on-site accommodation could be identified. In addition it was planned to organise discussion groups, for Leaders, to consider issues surrounding the running of clubs for juniors, though in this instance the focus would not be on child protection.

ACTION: Philip Benge

6. PUBLICITY/MEDIA

Noted the activities of the 2 Media Officers were focusing on developing internal communications, but unfortunately the re-launch of the BAB Newsletter, in June had only received very limited distribution, and it was felt that its availability had not been mentioned to individual members. The second edition was due in December and members were asked to confirm the best contact within their organisation to disseminate information. In addition it would be sent to all individual members, who had registered on the website, and would be publicised on Facebookj and Twitter- two new media sources now being pursued.

ACTION: Media Officers

Quality photos depicting "aikido in action" were requested to enhance publicity material.

ACTION: All Associations

7. WEBSITE MATTERS

- **General**

The Webmaster reported that the CAO was auditing the club information stored on the website to ensure that all clubs had at least one qualified coach, with PI. So far there were 48 clubs who did not meet this requirement, but it was accepted that this might be due to the failure to update the website. All Clubs and Associations are requested to ensure that their information on the website remains current.

ACTION: All Associations

Noted that a facility now exists on the website for individual members to register their own e mail details. This would enable BAB information to be passed directly to them, and Associations were asked to encourage all individual members to sign up.

ACTION: All Associations

Noted that the initial priority when developing the website was to ensure it was functional and that it was now appropriate to give more consideration to its presentation, content and, user friendliness.

The Webmaster indicated that a number of users appeared to have difficulty in using the updating facilities on the website and said consideration was being given to organising a 2/3 hour seminar. It was agreed that additional guidance could be beneficial but doubt was expressed about the viability of organising a dedicated course. Agreed that all avenues be explored including the possible use of Webinar, an on line interactive tutorial/conference session or perhaps a Website Training Module.

ACTION: Webmaster

• **Working Group on the Future development of the Website**

Noted that a number of issues had arisen over the future development and facilities on the website and it had been agreed that with the breadth of skills now available to the Board it was appropriate for a Working Group to be set up, which would be chaired by our Chairman.

ACTION: Chairman

8. APPOINTMENT OF EQUALITY & EQUITY OFFICER

The meeting noted the appointment of Andrew Humphries as the new Equity & Equality Officer.

ACTION: Vice Chairman

9. COACHING MATTERS

The Coaching Administrative Officer reported on the recent Annual Coach Tutor Day, which aims to keep current Coaches up to date on best practice. Whilst scUK currently offered all the required modules for Coach Level 3, a number of modules were not available for Coach Level 2. It was therefore intended to run an annual weekend course to cover outstanding modules (Young People; Communication: Practice Skill & Techniques: fit for Purpose).

Additionally further consideration had now been given to developing a Tutor Monitoring & Rating System, to enable suitable Association Tutors to progress to full BAB Tutors. Points on the rating system, approved by the Executive Committee, would be given for a variety of factors, including qualifications, number of training sessions given, attendance at refresher events, such as Tutor Day. However in addition Tutors would be monitored and supported by the Coaching Development Officer, to ensure that they were able to meet the full standards required.

ACTION: Coaching Officers

10. INSURANCE

The Vice Chairman reported on discussions with our Insurers regarding overseas visitors training or instructors in member clubs.

- **Overseas Students**

Perkins Slade confirmed that long stay overseas students can obtain the necessary cover, in the normal way, through membership of a local club. However they advised that in the case of students visiting, say during a vacation, they were not “desired” by them. The reason being that they can visit, cause injury or damage, and then return to their place of origin. If a BAB member were injured by one of these students, they would NOT be insured under the BAB policy, in respect of any civil liability action. A BAB member causing injury to a foreign student would be covered. The Insurers advice is that it is ultimately up to the individual member to decide if they wish to take the risk of training with a visiting foreign student.

- **Overseas Instructors**

It would be impracticable to consider providing insurance for short stay Instructors, from abroad, particularly bearing in mind the onerous “risk assessment” procedures that would apply. The Insurers advise that for these and indeed for foreign Instructors visiting for a longer period, they should be advised to bring their own liability cover, in the same way that if a BAB member visits aboard their UK cover protects them. Member Associations are reminded to ask for a sight of their Insurance.

Agreed that this information should be publicised on the Website.

ACTION: Vice Chairman, Webmaster & Secretary

11. POSTS DUE FOR ELECTION AT THE AGM 2011

Election/Re-election:	Secretary	(3-year post)
	Finance Officer	(3-year post)
	General Member	(3-year post)
	General Member	(3-year post)
Election:	2 x Heads of Association	(1-year posts)

12. ANY OTHER BUSINESS

- **Dan Grade Registration**

Noted that the system, which was being trialled by the Webmaster, was shortly to go-online and would be available to all Associations.

- **Registration of BAB Logo**

The Vice Chairman reported that an application had been submitted to register the Board’s logo and title, to prevent potential mis-use.

- **Constitution Erratum**

The Vice Chairman reported that there was an erratum in Appendix 6, Paragraph 3 to the Constitution in that the words “*and Trustees*” needed to be deleted to correspond with the decision that Board Trustees should not have an individual vote.

Action: Chairman

13. DATE OF NEXT MEETINGS

Executive Committee: Saturday 8th January 2011 & Saturday 12th March 2011
AGM & General Meetings: Saturday 14th May 2011