

## **BRITISH AIKIDO BOARD**

### **MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON SATURDAY 23 MARCH 2013 AT THE HILTON NEWBURY NORTH HOTEL**

<b>PRESENT:</b>	V.Sumpter	Chairman
	K. Holland	Vice-Chairman
	Mrs S Timms	Secretary
	P. Cooke	Finance Officer
	S. Billett	General Member / Website Officer
	N. Vaughan	Associations' Representative
	F. Burlingham	Coaching Development Officer
	G. Cooke	Coaching Admin Officer
	Mrs M Poole	General Member

<b>ATTENDING VIA SKYPE:</b>	Mrs S Ward	Lead Safeguarding Officer
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<b>APOLOGIES FOR ABSENCE:</b>	L. Cuthbert	Legal Officer
	T. Bayliss	General Member / Membership & Clubmark Officer
	M.Mercer	Media Officer
	P. Bengé	General Member
	A. Humphreys	Equity & Equality Officer

**NIL APOLOGIES:** A. Holden                      Associations' Representative

#### **1. MINUTES OF EXECUTIVE COMMITTEE MEETING HELD ON 1 DECEMBER 2012 – MATTERS ARISING**

**Item 9. Date of the AGM 2013.** The date of the AGM for 2013 is incorrectly stated as 11 May; the correct date is 18 May 2013.

**All other items** for which there may be matters arising are included in today's Agenda items. The Chairman was then authorised to sign the Minutes as a true record of that meeting.

#### **2. NGB STATUS**

The Chairman reminded the meeting that Sport NI had requested the BAB submit a "review" document showing our fitness for purpose to be an NGB for aikido in that country. The submission was made at the beginning of February and was expected to be dealt with by the middle of the month. The Chairman now reported that despite hastening Sport NI for a response at the end of February and again in the week before this meeting, there was still no news regarding our NGB status there.

#### **3. NATIONAL COURSE – Saturday 21 September 2013 – Warwick University**

The Vice-Chairman stated that booking had been confirmed and that the hire charges were similar to recent years.

A number of nominations for instructors had already been received and the usual invitation for Associations to submit nominations would be sent out shortly.

**Action: Vice-Chairman / Secretary**

**Aikido in Kent Association.** Members had received copies of correspondence from the Head of the Association regarding the inclusion of Tomiki Instructors and were satisfied that this style of aikido continued to be well-represented at the National Course, though it was noted that attendance from Tomiki students continued to be low. Regarding possible venues for the Course, the Committee relied on the experience of the Joint Organisers to decide on the suitability of possible locations, taking account of established criteria, and agreed with their decision not to pursue the use of the suggested venue.

#### **4. MEMBERSHIP**

Due to the adverse weather conditions in the north of the country, the Membership Officer was unable to attend the meeting. On his behalf, the Secretary reported that 2 new applications to join the BAB have been received, namely:

**Scottish & Borders Aikikai** – a breakaway from British Birankai  
**Sport Aikido GB** – a breakaway from Shodokan Aikido UK.

Both meet the criteria for independent membership of the Board and, subject to approval from the Members, will be accepted into Probationary Associate membership. It was also reported that there were a number of groups wishing to join the BAB but they were presently in the early stages of negotiation.

**Action: Membership Officer**

**Aikido Circle Black Belt Academy.** It was noted that Aikido Circle Black Belt Academy has only registered 16 members for 2012. The Secretary reported that there had been no communication from this organisation for some months and that their last known contact address was no longer valid. Agreed that letters be sent to all known addresses, including clubs advising that as they had not complied with BAB requirements, including insurance renewals, and minimum numbers, they were no longer members of the BAB.

**Action: Secretary**

#### **5. CLUBMARK**

Noted that one new member has been accredited and that another club has started the portfolio stage.

#### **6. COACHING**

**Coaching Refresher Course.** Noted that 2 coach refresher courses had been run on 3<sup>rd</sup> and 10<sup>th</sup> February by T Bayliss and S Billett, respectively. The attendees were enthusiastic about the content and, whilst it was agreed that the present content and format of the course be accepted, any move towards this becoming mandatory would require the approval of the Board Members.

**Action: CDO**

**Association Coaching Tutor training.** Noted that this was still a ‘work in progress’ and that there were currently 5 applicants awaiting a training course.

**Action: CDO & CAO**

**Removal of Coach Tutor Qualification.** Agreed that the original request for the development of disciplinary procedures to deal with the removal of a Coach Tutor Qualification, would now be incorporated in the main disciplinary procedures within the proposed Rules of the new Articles of Association.

**Risk Assessment – Hazard Survey.** As agreed at the last meeting, the Vice-Chairman had revised the wording of the draft document to make it more “user friendly” and to incorporate omitted areas. Additionally the Chairman had then combined much of the various check list sheets into one simple “see at a glance” table which offered even further simplification. The CDO was very satisfied with the new approach and it was agreed that the Vice-Chairman would finalise the document and forward it to the CDO for implementation.

**Action: Vice-Chairman & CDO**

Alos agreed that an ex-gratia payment of £50 be paid to Craig Hargreaves for his work on developing the initial document.

**Action: Secretary**

**Coaching Handbook.** The CAO advised that the current supply of Coaching Handbooks has now run out and will be reprinted in 2/3 weeks.

**Coaching Syllabus – Recognition by Aikido Groups Outside the UK.** The CDO stated that a group in Greece wished to adopt the BAB’s coaching syllabus. It was agreed that any publicity/certification by the Group should carry the wording ‘*developed and supported by the British Aikido Board*’. The Committee also approved use of the BAB logo, subject to the Legal Officer being consulted.

**Action: CAO & Legal Officer**

## **7. FINANCE REPORT**

The Finance Officer discussed proposed budgets for 2013 and, after discussion, made a few adjustments. EOY Accounts will be produced and circulated in due course.

## **8. INSURANCE**

The Chairman reported that, as part of the deal to stay with Endsleigh for the insurance year 1 March 2013-28 February 2014, Endsleigh had negotiated a 3-year deal with the insurance companies at the 2013 renewal premium rate. The Committee confirmed the Chairman’s action in accepting the premium offered by Endsleigh for the ensuing 3 years. Additionally, Endsleigh had offered a £500 sponsorship for 2013, asking that the BAB acknowledge their sponsorship in any promotion where the £500 is used.

**Club Equipment Insurance.** The Chairman stated that he had received a request from one ‘Club’ seeking an increase in the level of cover for Club Equipment. The present cover offered by Endsleigh is £1500, for each and every club in the BAB. Endsleigh subsequently advised that to increase this level to £3000 would mean an increase in the BAB premium of £1500. As only handful of clubs had taken out individual policies last year, it was felt this

increase was too great to be good value for the BAB Associations' Clubs. Thus, Clubs requiring a greater level of cover than £1500 for Club equipment should source their policy outside the BAB and Endsleigh. It should be noted that Endsleigh are **NOT** offering individual policies for this cover.

**Club Venue Green Stickers.** The Secretary stated that all Association Registrars had now been issued with the new green Club Venue stickers.

### **Monthly Registration Returns**

- Associations are reminded that the issue of Blue Registration Certificates indicating the member is an Instructor requires that the Coaching Certificate number is also included on the registration certificate.
- The Secretary reported that some Associations were still not registering nil returns in months when no new memberships were registered; this despite the fact that several letters had been sent out to Association registrars specifically requesting notification be made by email. Nil return notification is important for both insurance and record purposes.

**Action: Association Registrars**

## **9. CHILD SAFEGUARDING**

**Association CPO Workshops.** The Lead Safeguarding Officer joined the meeting by Skype and reported that the CPO Training workshop held in Winchester on 16 February had been very successful, receiving good feed back. There is an acknowledged need for more of these courses to be held in other parts of the country and the LSO proposes to hold another workshop in the Midlands area later this year.

**Child Safeguarding Policy.** The LSO is redrafting the Child Safeguarding Policy to bring it up-to-date with the requirements in the government's new *Protection of Freedoms Act*. The redraft will be vetted by the Legal Officer before being presented to the EC for further action.

**NSPCC (CPSU) Research Initiative.** Members may wish to know that the BAB LSO is presently providing valuable input to a government-backed CPSU research initiative dealing with pain compliance across all martial arts.

## **10. WEBSITE**

The Webmaster reported that the on-line document store is now up and running. Instructions on how to use the system will be emailed out to EC officers.

It was decided that the Forum is to be closed, as it was now very little used. Twitter and Facebook were now the favoured means of communicating information that might once have been highlighted in the Forum.

**Action: Webmaster**

The BAB's registered web address 'bab.org.uk' has been renewed for a further 5 years.

## **11. COMPANY LIMITED BY GUARANTEE**

The EC welcomed the Joint Report submitted by the Vice-Chairman and Legal Officer. It was agreed that members would like the opportunity to consider the finalised draft documents before they were submitted to the Board for adoption. It was further agreed that a report should be submitted to the EC in July.

**Action: Vice-Chairman**

## **12. OTHER BUSINESS**

**Data Protection Act.** The Secretary reported that she had renewed the BAB's DPA registration for another year.

**Media / Aikido Times.** The Media Officer reported that he continues to try and muster up new ideas. He has now been in post for 3 years and, although happy to soldier on, if there is anyone else out there who wants to have a go at or help the Media Officer in raising the external profile of the BAB then he, and the other EC officers, would be pleased to hear from them.

**EC Officers' Annual Reports.** The Chairman requested officers' annual reports for the AGM be sent to him by 12 April 2013.

**Action: EC Officers**

### **Officers due for election at AGM:**

Vice-Chairman – 3 year post (K Holland willing to stand for re-election)

General Member – 3 year post (P Bengé standing down)

2 x Association representatives – 1 year posts

## **13. DATES OF NEXT MEETINGS**

18 May 2013 - AGM, to be held at Solihull

13 July 2013 - EC Meeting

7 September 2013 - EC Meeting

7 December 2013 - EC Meeting