

BRITISH AIKIDO BOARD
MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON
SATURDAY 23RD OCTOBER 2010

PRESENT:	V Sumpter	Chairman
	K Holland	Vice Chairman
	P Cooke	Finance Officer
	Mrs S Timms	Secretary
	T Bayliss	Membership & Clubmark Officer
	F Burlingham	Coaching & Development Officer
	G Cooke	Coaching Admin Officer
	P Bengé	General Member
	S Billett	General Member/Webmaster
	G Masters	Head of Ken Shin Kai
	L Cuthbert	Legal Officer
	R Watts	Assistant Media Officer

APOLOGIES FOR ABSENCE	M Poole	Head of UK Shinwakai Aikido
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The Chairman welcomed Leslie Cuthbert to his first meeting.

1. MINUTES OF THE MEETING HELD ON 10th JULY 2010

The Chairman reviewed the minutes and matters arising were as follows:

Item 1 – CCPR Funding.

Noted that settlement of the outstanding balance, on the 2008 grant, was still awaited.
The Secretary will contact Richard Norman to progress payment.

ACTION: Secretary

Item 1 – Dan Grade Certification

Noted that a pilot scheme, using 2 Associations would be implemented shortly and a float of £50 was approved, for this purpose.

ACTION: Finance Officer/Webmaster.

Item 12 – Registration of BAB Logo

Agreed that the Assistant Media Officer, with assistance from the Legal Officer, would progress the registration of both the BAB Logo and governing body brand name.

ACTION: Assistant Media Officer/Legal Officer

Item 12 HIV & Hepatitis

Deferred to next meeting.

ACTION: Marill Poole

2. NATIONAL COURSE 2010 –UPDATE

The meeting noted the attached report from the Vice Chairman, which highlighted the difficulties experienced in gaining access to the facilities on time, resulting in problems with the laying out of mats. However, despite this, the event started on time and was enjoyed by all those participating.

The total number attending was down on the previous year, due in no small part to the decision of 4 Associations to hold their own Courses on the same date. The Chairman expressed concern that having publicised the date of the event, well in advance, some Associations were not prepared to give priority towards supporting the National Course.

In 2009, Brunel University had provided an excellent service, and as a result of discussions with them, they had requested the opportunity, to regain that standard of service and had offered to waive the hire charge, should we use them again in 2011. This is worth £800 and the Committee therefore agreed to hold the event at Brunel University, next year.

ACTION: Vice Chairman

Photos of this year's event are available on the website.

All Associations please note that the date of the next National Course is Saturday 8th October 2011 at Brunel University, Uxbridge Middlesex.

Young Persons Course

The Committee considered and approved the attached programme, prepared by Philip Benge, for the provision of the first National Course for Young People, which will be held in Weston Super Mare on Sunday 1st May 2011.

The programme, which will be aimed at 12-18 year olds, will include formal training sessions, plus a games period and it is hoped that Discussion Groups on Coaching Young People will also be held in tandem with the event. This is a pilot project and numbers will be limited to 50 students (though this figure could be increased if additional facilities, on site, can be utilised)

ACTION: Philip Benge

3. PUBLICITY/MEDIA ISSUES

Media Budget.

Noted that the finalisation of a budget had been deferred, at this time, as the Officers were focussing on developing internal communications, which had minimum cost implications.

Also noted that it was hoped to produce a second edition of the BAB Newsletter, by the end of November, but the Assistant Media Officer re-iterated the need for appropriate articles to attract member's interest. In this connection he would be targeting individual Associations to obtain a profile of their activities.

ACTION: Assistant Media Officer

There were increasing demands from the media and researchers for photographs of "aikido activity" and unfortunately none of those currently on the website, were considered suitable. It was therefore proposed to commission some "staged photos" of techniques etc for this purpose.

It was re-iterated that anything sent out to the media should be copied to the Chairman/Vice Chairman.

ACTION: Media Officers

Aikido in Schools

It had previously been agreed that the excellent presentation, to the Board, by Philip Benge should be promoted on the website, but that the full content should only be available to BAB Members. It was noted that a log in system was being developed by the Webmaster for members, but that in the interim, a profile of the initiative should be publicised on the website and newsletter, with Philip acting as a contact point for enquiries.

ACTION: Philip Benge/Webmaster

4. APPOINTMENT OF EQUALITY & EQUITY OFFICER

The Committee considered the attached report from the Vice Chairman and approved the appointment of Andrew Humphries as the new Equality & Equity Officer.

ACTION: Vice Chairman

5. COACHING

The Committee noted the attached minutes of the Coach Tutor Day (17th Oct 2010). This event is a key element in the on-going training and updating of BAB Coaches, and the Committee were encouraged by the enthusiasm of those attending the course, who participated in a wide range of discussions. The Committee welcomed the support of participants for the introduction of a Continuing Development Scheme and for the trialling of a Coach Level 1 Refresher Course.

The Committee also considered and approved, the attached Rating System, after discussing the additional points raised at the Tutor Day. It was agreed that the period between courses would be more meaningful if calculated in days rather than years and that it was not appropriate for professional qualifications to be included in the calculations.

ACTION: Coaching Admin Officer

The results would form the basis for the progression of Association Coaches to BAB Coach Tutors, which would operate using a Benchmark of 400 points. However the Coaching and Development Officer would, where necessary, also consider the need for any supplementary training before any appointments were made. He had already identified a number of potential candidates, who fully met the criteria, and who would help to provide a good geographical spread and these would be contacted shortly.

ACTION: Coaching & Development Officer

Agreed that the comments relating to “pain compliance” should be dealt with elsewhere on the agenda.

Noted that the Coaching Handbook was nearing finalisation and the Committee would hope to resolve the remaining issues by their next meeting.

6. CP DISCLOSURE WORKING GROUP - FINDINGS

The Committee considered the attached report from the Working Group on issues raised relating to the disclosure, to the Board and Associations, of information obtained under the CRB application process.

The Committee welcomed the conclusions and recommendations of the Working Group and endorsed the proposed action.

ACTION: Vice Chairman/LCPO

Arising from these decisions the LCPO had indicated that since the inception of the process in 2006 the following cases had been dealt with by the Case Management Group:

Total number of disclosures processed by BAB member Associations (approximate)	1150
Total number of disclosures “with content” considered by CMG	66
Number of resulting “negative” decisions i.e. unsuitable to coach or work with children (of these 2 were considered unsuitable to remain in membership of their Association)	3

The Committee were pleased to note that the statistics appeared to confirm aikido as a relatively “safe sport”.

7. WEBSITE IMPROVEMENTS

(i) Facebook & Twitter sites

It was accepted that social networking now operated through a wide range of media opportunities and that it was important for the BAB to be part of this process. It was recognised that Facebook

and Twitter offered the opportunity to draw people to our main website, which, with its planned “ordinary member” e mail links would remain the key component for disseminating information.

ACTION: Media Officers

(ii) Club Data

The Webmaster reported that whilst every Association and Club has the ability to update their own data, many were not making full use of this facility. It was agreed that a mail shot should be undertaken, targeted at those not using the system, which would include “screen shots” of how to update information. It was also agreed that consideration be given to organising a training course on the “Use of the Website”.

ACTION: Webmaster

Noted that one Association did not want personal information on their Instructors to be included under their club details.

Noted that an Audit had commenced to ensure that all BAB registered clubs had a qualified Instructor with PI insurance.

ACTION: Coaching Admin Officer

(iii) Development of a Centralised Database.

The Committee welcomed the proposal by the Finance Officer and Webmaster to develop a Centralised Database, which would include a strong focus on “little member” information and that for it to be effective it would be necessary for BAB “insurance registrations” to eventually be completed on-line.

It was noted that a number of the larger Associations, such as the BAA, already had comprehensive data bases and consideration would be given to the feasibility of interfacing with them. A pilot project would be undertaken using 2 of the smaller Associations, targeted for mid 2011.

ACTION: Finance Officer/Webmaster

(iv) Future Development of the Website

The Committee also considered a report from the Media Officers, identifying possible areas, for developing the website, which would enable them to work towards their tasked objectives. Recognising the breadth of skills now available to the Board, it was agreed that a small Working Group be set up, under the Chairman, to consider how best to move forward. Members will be Media and Assistant Media Officer; Finance Officer and Webmaster

ACTION: Chairman

8. CLUBMARK

The Clubmark Officer reported that Clubs were still going through the process of accreditation at a steady pace and that Sport England would shortly be visiting one of the accredited clubs to undertake external “sample” verification, that they were still maintaining the required standards.

The Clubmark Officer agreed to provide an article on Active Kids for the next BAB Newsletter.

ACTION: Membership Officer

9. MEMBERSHIP

There are currently 5 new organisations, in their probationary year, and they will need to comply with all BAB requirements before they can be recommended for permanent membership.

The Membership Officer will liaise with Coaching Admin Officer, LCPO and Secretary to ensure early feedback on compliance in their respective areas. ACTION: Membership Officer

The Vice Chairman will update the Membership details on the website to reflect recent changes in the constitution

ACTION: Vice Chairman

Noted that the Administrative Charge for membership applications had remained unchanged for many years. Agreed that this be increased from £40 to £60 with immediate effect.

The Committee reviewed the position of groups “breaking away” from existing member Associations and:

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.

Therefore until such times as they might be accepted into membership of the BAB, as a separate organisation their options are to (i) seek temporary alternate cover- possibly through Perkins Slade or (ii) seek to align themselves under the membership of another member Association. Of course if the “breakaway” is with the blessing of the parent Association, it might be agreeable for them to remain under the umbrella of that organisation, in the short term.

The Membership Sub Committee will be considering further the implications of this situation, and related issues such as the impact/requirement to seek the written approval from the parent Association to any application and also possible revisions to existing application documentation.

ACTION: Membership Officer

Membership Statistics. The interim report, on reg cert sales since Jan 2010, was considered but it was agreed that such data should always cover a one year period, to take account of the natural fluctuation in renewals.

ACTION: Secretary

10. PROTOCOL ON THE USE OF LIVE WEAPONS.

Noted that work on this was in hand and that a Police Officer, who was a member of the ADS had prepared 2 documents of the Carrying of Weapons. Agreed that subject to clearance by the Legal Officer, this information should be available on the website.

ACTION: Vice Chairman/Webmaster

11. INSURANCE – COVER FOR OVERSEAS VISITORS

(i) 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.

ACTION: Vice Chairman

(ii) 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 and the Insurers...

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.

12. ANY OTHER BUSINESS

New Policy Documents

(i) Child Protection Policy – Code of Practice on the use of CRB Disclosure information in the recruitment process and the recruitment of Ex-Offenders in positions of Trust

The attached Code, prepared by the LCPO, arises out of the work of the Disclosure Working Group and the Committee are recommending it to the Board for adoption

(ii) Child Protection Policy – Policy on the secure storage, handling, use, retention and disposal of CRB disclosure and disclosure information.

The attached policy prepared by the LCPO, also arises from the Disclosure Working Group and the Committee is recommending it to the Board for adoption

ACTION: General Meeting in November 2010

Budget for 2011.

The Finance Officer requested that all budgetary requirements should be submitted to him before the end of the year, to enable him to provide the Committee with a budget forecast on operational costs for the coming year.

ACTION: All Executive Committee Members

Vulnerable Adults

Following on the proposal arising from the Working Group on Disclosure that consideration should be given to developing a policy/protocol for vulnerable adults, the LCPO had consulted with the TMG on the need for CRB checks. The advice was that if an Association was running a general, open class, and a vulnerable adult turns up (and even continues to train on a regular basis) then it is not necessary (and are not required to have) a CRB check for this purpose. In order to meet the eligibility criteria for a CRB check the activity must be targeted and designed for vulnerable adults.

Recognising that there could be a significant degree of overlap between any procedures/policies developed for vulnerable adults, with those for child protection, the LCPO had agreed to consider how this might be moved forward. The Committee were pleased to note that the LCPO was now in correspondence with a senior practitioner who works with vulnerable adults and who might be willing to act as our advisor. Additionally a second person was being considered to act as a link between aikido and this advisor.

ACTION: LCPO

Child Protection

The LCPO reported that a number of changes to the Child Protection policy were due including:

- Competition Dress Code
- Aikido Activities and Training Suitable for Children Under 5 years of Age
- Drug & Weight Management in Sport Aikido.

These will be included in a review of the policy once the outcome of the government's deliberations on the future of ISA are known.

Child Protection Policy – Appendix 17 – Pain Compliance against Joint Locks

Following concerns, by some BAB members, that as a result of an interpretation of this Appendix, parts of their teaching syllabus for juniors, was not covered by BAB insurance and with this the implication that they would need to seek cover, and possibly membership, elsewhere; the Committee have reviewed the wording. As a matter of urgency the Committee approved revised wording to Appendix 17 to the Child Protection Policy, as set out in the attached report from the Chairman.

The Board will be recommended to ratify this action at their next meeting.

ACTION: General Meeting in November 2010

The issue of the application of locks on juniors, has a number of facets, and at the recent Coach Tutors day, evoked a strong and competing debate. Additionally the Committee were already seeking advice on the impact of such techniques on the developing body of a child and have now agreed to a small working Group being set up, under the Finance Officer, to move this matter forward, and for guidelines to then be included in the Coaching Handbook.

ACTION: Finance Officer

Aikido Based Leadership Courses for Juniors.

The Coaching & Development Officer will be considering the feasibility and possible demand for such courses.

ACTION: CDO

Members to forward any information they may have on initiatives such as SWAT to CDO

ACTION: All Members of Executive Committee.

Accident Reports

Agreed that the Secretary would undertake an audit of reports submitted over the last 5 years to see if any patterns of injury were identified.

ACTION: Secretary

Aikido Development Plan

The Vice Chairman requested that all Officers and Members review targets, within their areas of responsibility, to enable a half yearly review of progress to be undertaken at the next meeting.

ACTION: All Members of Executive Committee

13 .Date of Next Meeting

General Board Meeting – Sat 6th November 2010

Executive Committee – Sat 8th January 2011.

Noted that meeting of Executive Committee in November 2011 should be Saturday 5th not 6th.

ATTACHMENTS:

Attached to these minutes are the following reports considered by the Executive Committee:

- **NATIONAL COURSE 2010 –UPDATE (Item 2)**
- **YOUNG PERSONS COURSE (Item 2)**
- **APPOINTMENT OF EQUALITY & EQUITY OFFICER (Item 4)**
- **COACHING (Item 5) BAB Coach Tutor Rating System (Item 5)**
- **CP DISCLOSURE WORKING GROUP – FINDINGS (Item 6)**
- **CODE OF PRACTICE ON THE USE OF CRB DISCLOSURE INFORMATION IN THE RECRUITMENT PROCESS AND THE RECRUITMENT OF EX-OFFENDERS IN POSITIONS OF TRUST (Item 12(i))**
- **CHILD PROTECTION POLICY ON THE SECURE STORAGE, HANDLING, USE RETENTION AND DISPOSAL OF CRB DISCLOSURE AND DISCLOSURE INFORMATION (Item 12(ii))**