

BRITISH AIKIDO BOARD

MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON SATURDAY 9TH JULY 2011

PRESENT	V. Sumpter	Chairman
	K. Holland	Vice-Chairman
	Mrs S Timms	Secretary
	T. Bayliss	General Member/Membership & Clubmark Officer
	S.Billett	General Member/Webmaster
	Mrs M Poole	General Member
	F.Burlingham	Coaching Development Officer
	M. Sheridan	Head of Aikido Research Federation

APOLOGIES FOR ABSENCE	P. Bengé	General Member
	M.Mercer	Media Officer
	R. Watts	Assistance Media Officer
	L. Cuthbert	Legal Officer
	A. Humphreys	Equity & Equality Officer
	P. Cooke	Finance Officer
	G. Cooke	Coaching Admin Officer
	Mrs S Ward	Child Protection Officer

Chairman's Opening Remarks. The Chairman welcomed Mrs M Poole as a General Voting Member, and M. Sheridan as the Head of Aikido Research Federation

1. MINUTES OF EXECUTIVE MEETING HELD ON 12 MARCH 2011

Matters arising:

Re: Item 1. Registration of BAB logo. In a report to the Chairman the Assistant Media Officer reported that the BAB, as an unincorporated body, cannot obtain the formal registration of the BAB Logo though this does not prohibit us from using it. Whilst this is a disappointment the exercise has highlighted the need for the BAB to seriously consider becoming a Company Limited by Guarantee. This was set by the Board as a Medium Priority in the Governance Audit Action Plan. The Vice-Chairman agreed to progress this with the Legal Officer. Alternatively, it was agreed that he should approach a local solicitor specialising in such matters to draw up the necessary documentation for discussion. Also agreed that it might be appropriate to include in these discussions an application for Charitable status, another of the Board's identified targets, to avoid duplication of work.

Action: Vice-Chairman & Legal Officer

Re: Item 9. Membership – Individual Membership. Following clarification it was noted that this related to a situation where an individual sought "temporary membership" solely for the purpose of obtaining a BAB coaching qualification.

Chairman's Note: Specific outcomes on this topic are covered in Agenda Item 6 below.

All other items are on the Agenda for the current meeting. The Chairman was then authorised to sign the Minutes of the 12 March meeting as a true record.

2. FINANCE

FY 2010 Accounts. In a report to the Chairman, the Finance Officer explained that, in response to an observation by the Vice-Chairman at AGM, the income and expenditure figures for the National course and coaching courses had been presented as 'net'. In future the entry will be separated to show both the income and expenditure.

Budgets. The budgets for 2011, set at the last Executive Meeting and repeated below, will be reviewed at the next meeting:

- Website – up to..... £5000
(allocated for further development. The website generated income of £600 in 2010)
- Child Safeguarding/Welfare training..... £2000
- Coaching.....£2500
- Media & Marketing.....£1250

Investments. Regarding investments, the Secretary reported that there has been a third change in business manager for the BAB and the Finance Officer will be in touch with the bank and report at the next meeting.

Action: Finance Officer

3. YOUNG PERSONS COURSE – 15 MAY 2011

P. Bengé furnished a report to the Chairman on the course held at the 'Campus' Weston super Mare and hosted by 'United Traditional Aikido'. Students of the UTA volunteered as Marshalls registering students and ensuring students did not leave the venue without permission.

The course was well attended with 50 students coming from Weston super Mare, Coventry & Barnstable. Aikido showed how 'inclusive' it is with disabled & able-bodied students mixing well. Each student was presented with a certificate of attendance.

All the instructors commented upon the venue as being an easy location to find (one mile from M5); good size of Tatami (156sqm); clean and light; with ease of parking and excellent changing facilities. Many of the students commented upon how much fun the course had been, how much they had learnt, how good it was to train in other styles and to make new friends. A number of families stayed and watched the day and again spoke highly of how well the instructors made the day fun and informative.

The course had made £50.00 profit after all expenditure payments made. P Bengé to forward to the Secretary a cheque for £50 payable to the British Aikido Board.

Action: P. Bengé

Notwithstanding the success of the course at Weston-s-Mare, it was suggested and agreed that for the next course the venue should be made more central with the intention of getting more Associations involved in this sort of seminar.

The Lead Safeguarding Officer produced an excellent report on the day's teaching and training; this is reproduced as **Attachment 1** to these minutes.

4. WEBSITE

Priorities and structure (re: Item 7 of EC Minutes 12 Mar 11).

- The webmaster confirmed that dedicated programmes were now installed for Coaching and Child Safeguarding. The Home Page will always be “under development”.
- In respect of the “on-Line Membership Registration trial, a number of programming issues (vis-à-vis collection of data) need to be resolved before this can proceed.

Dan grade certificates. Noted that 19 certificates had now been issued and that the Vice-Chairman had prepared an item for the next BAB Newsletter to publicise this initiative. M. Sheridan suggested that we might consider including a photo of the applicant on the certificate; the Webmaster agreed to consider how best this might be done.

Action: Webmaster

Website Layout. It was agreed that:

- Although Policy Documents are displayed currently in the download section, and sometimes also displayed in the specific subject area (e.g. Child Protection) the Webmaster will revise the system to allow Policy Documents to be displayed in “All Subject Areas” as well. The Webmaster and Vice-Chairman will work together to ensure the important documents are made easily available to all parties.
- The current listing of Associations would be re-organised so that Full, Associate, and Probationary Members were shown as separate lists. (*Subsequent to the meeting this feature is now online.*)

Members Only Access. Noted as under development. *Subsequent to the EC Meeting, this facility is now operational. “Login” using your Membership Details).*

Information: All Associations and their members

Website Volunteers & Updating of Club Information.

- The Webmaster reported that Bob Salloway had volunteered to oversee some of the website administration. Additionally, Richard Wood (graphic designer) has designed some new icons which have already been implemented; he is currently working on the website top banner. Further developments will come in time.
- The Webmaster is still looking for someone who is a Graphic Illustrator to help improve the website.
- The Webmaster pointed out that not all Associations are inputting their club details.

Action: All Associations & their Clubs

5. PUBLICITY/MEDIA

The meeting noted the following report submitted by the Media Officer. “We will be looking at getting the newsletter out by the end of July and we have had a considerable increase in provision of articles which is fantastic. We still have a long way to go but are hopeful that as the momentum builds up it will rise exponentially so by this time next year our aim is to have the newsletter well established and something most members are aware of and look forward to. We shall continue to focus on getting our message out there internally, but we think that soon we should be looking at ways to engage with outside entities to bring the subject of aikido to the masses. We already have some ideas but once we start to launch any campaign we will need some funds and this is something we should be looking to address by spring next year. In the meantime we remain convinced that our strategy should be to put our own house in order and get the current community connected by our newsletter, website and social media.”

Aikido in Schools. This item, carried forward from the EC meeting of 12 March – and deferred again to the next EC, relates to profiling the initiative to publicise it in the Newsletter, and on the Website for access by members only. *After meeting note: the Presentation “Aikido in Schools” is now on-line in the “members only” area of the website. “Login” using your Membership Details).*

Action: Media Officers

6. COACHING

Facilitating Training Opportunities. The Chairman and Vice-Chairman reported on 2 recent cases where:

- in the first instance a former BAB member had applied at the last minute to attend a CL1 Course and had indicated that he would be interested in joining the Association organising the course. The applicant successfully completed the course and went on to pursue his club joining that Association.
- in the second case a non-BAB member who wanted to start a club knew someone who put him in touch with a BAB Association which signed him up “on the spot” so that he could take the course.

Whilst it was agreed that it might be difficult to prescribe a minimum period of membership before someone could take a BAB course it should be a minimum requirement that applicants could only take part if they could produce a current BAB “blue cert” and if the Association had completed the appropriate nomination form (which is completed based on their knowledge of, and the experience and ability of the applicant). It was agreed that the current Course Attendance sheet be amended to provide for an applicant’s BAB “blue slip” number and that candidates should be on the course register **prior to the date of the course.**

Action: Coaching Admin Officer (& for Associations to note)

The EC agreed that the BAB’s coaching courses were for the benefit of members and not individuals simply seeking to obtain a qualification. Associations are therefore asked to give serious consideration when nominating candidates for a course.

Action: Associations

Finalisation of the Coaching Handbook. The EC was apprised that as the HIV & Hepatitis C guidance notes had been approved by the Chairman and M Poole, and that the Weapons Protocol had now been approved by our Insurers (Endsleigh), the only section still to be agreed was the Pain Compliance guidance as it applies to children and young persons. The Chairman noted that a draft had been prepared by P Cooke, taking into account the views of the Lead Safeguarding Officer and Coaching Officers. The Chairman was authorised to finalise the version to be included in the Coaching Handbook. The Handbook will then be passed by the CAO to Bill Harris (Kai Shin Kai) for proof-reading.

Action completed by the Chairman and final version now with the Coaching Admin Officer for inclusion in the Handbook

H&S/Risk Assessments at Course Venues. In response to a question relating to the appropriateness of a training venue, as it relates to health and safety, it was the view of the EC that where feedback from a course highlighted specific H&S concerns from instructors or students then the course organisers had a duty to investigate and act upon those concerns. Compliance with BAB policies and/or failure to act in correcting poor H&S/Risk assessment measures could jeopardise the validity of the Board’s overarching Insurance policy.

Action: Coaching Officers/Course Tutors/Organisers

HIV & Hepatitis C guidance. The approved guidance to be added to the BAB Coaching downloads and covered in future CL training courses.

Audit of PI/CL Registered members. The CAO reported that he and the Secretary have checked the coaching list against the insurance returns. Although there were some errors, it was generally felt they were Association Registrar administration errors.

Whilst there is now no financial gain (e.g. reduced Instructor PI premiums) by taking CL2/3 courses the CDO stated that students should still be encouraged to take the higher coaching awards. The EC agreed to consider like-for-like reductions in “Club Venue” Civil Liability premiums for the insurance year starting 1 March 2012.

Action: EC

7. INSURANCE

Copies of the Endsleigh Insurance policy and updated accident claims/reporting forms are now on the BAB website.

Information: All Associations & their members

Insurance Civil Liability (PI) Claims. In the CAO’s report (presented to the EC by the CDO) the CAO commented that as the club venues are now insured there was presently no way to audit these clubs. Therefore, if there is a valid claim against an instructor who is not insured, who will the insurers chase for any compensation? It is the CAO’s understanding that the insurers will go for the one with the most money which he assumes is the BAB. How do we counteract this?

The Chairman commented that it is wrong to say that the Instructor is not insured. If he has a BAB blue slip marked (ticked) as an instructor then he is insured for Civil Liability (called PI under Perkins Slade) up to £5m – which is the same cover for students. The reason for venue insurance was explained in the Q&A Insurance notes presented at GM in May and circulated with the Minutes of that meeting. Failure to declare a Club venue and pay the appropriate BAB insurance fee is a different matter and one that will need to be looked at to cover the “audit” before the BAB insurance is due for renewal in March 2012.

Action: Chairman (& EC)

The Chairman also reported that, following on from a like question raised at the EC Meeting of 12 March, the Legal Officer had since provided the following advice. “The onus is placed upon individual Associations, whether Full, Associate or Probationary Members, to notify the BAB Secretary of any new club venues which are started in order to ensure that the activities at that location are covered by the BAB's insurance policy. Until and unless the Association notifies the BAB and confirms that the BAB are aware of the existence of the new club venue that location will not be covered by the BAB's insurance policy.”

Information: All Associations

Hiscox (Endsleigh) Child Abuse Questionnaire. The Lead Safeguarding Officer reported to the Chairman that since sending out this questionnaire to Association CPOs, only 3 completed declarations had been returned. The Chairman reminded the meeting that completion of this “proposal” form (the Abuse questionnaire) forms an integral part of our insurance proposal and declaration to Hiscox Insurance, through Endsleigh who are our Insurance Brokers. Failure to comply will likely compromise our insurance in the event of an “Abuse” suit. Associations with u-18s as members are requested to return a completed form to the Lead Safeguarding

Officer without further delay. The required form can be found as *Attachment 2* to these minutes. E-copies are available on request from the Lead Safeguarding Officer or Chairman BAB.

Urgent Action required by: All Associations with u-18s in membership

Update of the Insurance Guidelines. At the request of the Chairman, M. Sheridan agreed to review the current Insurance guidelines with a view to up-dating them where necessary.

Action: M. Sheridan

8. AIKIDO DEVELOPMENT PLAN

The Vice-Chairman explained the rationale behind updating the ADP, including the inclusion of outstanding targets from the original corporate Governance exercise (copies of which were circulated at the meeting). As many of the officers with specific areas of responsibility were not present it was agreed that it would be pointless to go through and prioritise targets or set new timescales. It was agreed that the Vice-Chairman would write to all EC officers requesting that members review their individual targets and consider their priorities, so that this matter might be progressed at the next EC meeting.

Action: Vice-Chairman

9. EQUITY AND EQUALITY

The report and recent initiatives by the E&E Officer were welcomed. The focus of the Vice-Chairman's recent conversations with Andrew, regarding the need for such initiatives to be promoted by the BAB rather than individual Associations, was strongly supported and it was hoped that there could be a full discussion on the E&E strategy at the next meeting.

With regard to the "aikido toolkit" that the E&EO had put together with the assistance of the Women's Sport & Fitness Foundation, the Media Officer had reported to the Chairman that this initiative was simply outstanding and that we should include this in the next Newsletter together with providing details for all Clubs to access it. The EC concurred the Media Officer's sentiments.

Action: Media Officer

10. CLUBMARK

The Clubmark Officer stated that he had had a meeting with the National Clubmark Manager with regard to updating the Clubmark licensing agreements and the protocols insofar as they affect the BAB club registrations. He then passed a document to the Chairman, prepared by the National Clubmark Manager, covering Sport England's Clubmark External Verification 5-Year Final Report. In the report, aikido and the NGB remain well down the list in respect of the number of Clubs registered but we still showed positive – if slow – growth over the last 5 years.

11. MEMBERSHIP ISSUES

Incorporation of aikijutsu. The meeting noted that the Membership Sub-Committee would be considering this matter along with a number of other 'membership' issues and would submit a report to the next Executive meeting.

Action: Membership Officer

New Memberships. Agreed that the following Associations be placed on one-year probationary Memberships once the Secretary has written to all current Full Member Associations and it is confirmed they have no objections:

Seibukan Aikido UK, Aikido Seishin Kai, Senshin Aikido Ryu
Action: Secretary & Membership Officer

12. CHILD SAFEGUARDING/VULNERABLE ADULTS

The Chairman reviewed the Lead Safeguarding Officer's report to the meeting with the following outcomes.

Approval of CRB Checks by the BAB CMG. Whilst accepting that the LSO should not be overburdened, it was an essential requirement for CPO's to know when a CRB disclosure application had been completed. At this stage the LSO's offer to advise CPO's of progress, on request, was welcomed as a way forward, but it was thought that an easier solution, through the website, would need to be developed so that Sue was not deluged with enquiries once the "renewal process" got under way. The EC did not consider the suggestion that it was sufficient for Associations to ask individuals to confirm when their application had been cleared, without any visual evidence. Ultimately Associations are responsible for "employing" an Instructor to teach and they need to be fully satisfied as to the individual's "*bona fides*". Under the suggested system an "unsuitable person" could say they had received approval and give some fantasy number!

Action: LSO & Association CPOs

Recruitment Processes. Noting the comments about the required recruitment process, concern was expressed about the reality of Associations ever undertaking this process, say, for an "Assistant" who might help out on an *ad hoc* basis. It was agreed that in any publicity on this matter it should re-assure Associations that those "staff" in place prior to the introduction of the new procedures were exempt.

CPO/CWO Training. The EC was delighted to hear the news that the LSO had been approved by the CPSU as a "Time to Listen" trainer which means that the LSO can deliver CPSU approved training to our CPOs along with CPSU/NSPCC recognised training for both CPOs and CWOs. The Chairman advised the EC that he had approved the costs of the LSO's training which would come out of the Child Safeguarding budget for 2011.

13. THE CONSTITUTION

Item re Trustees and emergency actions by the Chairman was deferred to next EC meeting.

14. AOB

Documentation for Meetings. It was noted that the meeting had received 4 separate reports within the 24 hour period before the meeting, which made it difficult for a meaningful discussion, particularly as some members had not received them. It was agreed that with **three months notice** of meetings, there was little reason, except in emergencies, for reports not to be sent out either with the Agenda or well in advance of the Meeting. It was also agreed that when Officers had a significant amount/detailed items to be discussed they should wherever possible also present a written rather than a verbal report.

Action: All EC Members

15. DATE OF NEXT MEETINGS

Executive Committee Meeting	10 September 2011
General Meeting	5 November 2011
Executive Committee Meeting	7 January 2012
Executive Committee Meeting	10 March 2012
AGM/General Meeting	12 May 2012
Executive Committee Meeting	7 July 2012
Executive Committee Meeting	8 September 2012

Attachments:

1. Report on the Young Persons Course – 12 May 2011
2. Hiscox Abuse Proposal Form (Questionnaire)

Report on the BAB Young Persons' National Course – Sunday 15 May 2011

This was the first National Course for Junior members organised by the BAB. The idea was first discussed at the Child Protection Steering Group meeting in 2010 when Ruth Mathers, the BAB under-18 Rep, suggested that such a course would be really beneficial for, and welcomed by, the younger members.

The organising of the course was given to Phil Benge of UTA who runs a successful junior Clubmark Club in Weston super Mare. He secured his regular dojo venue for the event, set the date and sent out emails inviting your aikidoka to attend.

On the day there were 50+ young people in attendance, and 4 BAB instructors each leading a 50-minute sessions. The pace was good – allowing the children and young adults adequate time to practice each technique whilst still keeping them engaged. This was particularly important as the event ran for over 4 hours, and we all know how children's attention can wander!

Andy McLean opened the course and delivered a really interesting session on breakfalls, building them up from very basic principles to more advanced levels – but most importantly taking away the fear by giving lots of options and making everything achievable.

Helena Benge then led a great session on basic technique and tai sabaki. Her teaching style was great for this event and she got a fantastic reception from the students. Barbara Moss built on Helena's tai-sabaki theme and delivered a variety of techniques utilising body movement.

Brian Stockwell delivered a fun session with 'back to back' grappling and instruction on how to apply an effective ikkajo/ikkyo pin. (I remember seeing a young girl pin Andy McLean to the ground and he genuinely could not stand up!)

The course ended with a games section and finished with some fun with a parachute.

The course was extremely well organised, and from a child welfare perspective was most definitely run in line with the best possible safeguarding principles. Instructors on the day were vetted for compliance with the BAB Safeguarding Policy, all participants under 18 obtained written parental consent, and transport guidance was made available to all groups attending. The success of this event will certainly enable the BAB to produce a more tailored Event Welfare Plan which will be published for the benefit of all Members in due course.

There were some children present who benefited massively from the care and attention freely given by the senior adult grades present on the day. The instructors all ensured that those students who needed a little more support and guidance got the attention they needed in order to be able to make real progress during the day. I am sure confidence levels were boosted, and new friendships forged.

I spoke with a number of students on the day who were all extremely positive about the course – and they all said they were looking forward to the next event. The BAB (and Phil Benge in particular) can be very proud of this event. Quite often it seems that people can shy away from running events for children – or even transporting children to take part! But based on this course there is no reason why this should not be the first of many successful Junior events.

Sue Ward (Tenchi Ryu / BAB Lead Safeguarding Officer)



Abuse Proposal form

For the purposes of this questionnaire:

1. Vulnerable adults are defined as any person aged 18 or over who is in need of assistance by reason of mental, physical or learning disability, age or illness and who is unable to take care of themselves or unable to protect themselves against harm or exploitation which may be occasioned by the acts or omissions of other people.
2. The term employee includes any volunteer, defined as any person who performs any activity paid or unpaid for the charity/club or association.
3. Criminal Records Bureau or CRB shall mean any disclosure service operated in England and Wales, Scotland or Northern Ireland.

Name of proposer/insured: **INSERT ASSOCIATION NAME HERE**

Answer YES, NO or N/A
in the end

Internal policy column

1. Do you have a written policy statement on the protection of children or children or vulnerable adults?
2. Do you have documented instructions on the protection of children or vulnerable adults?
3. Do you have a written anti-bullying policy?
4. Do you have written instructions on managing behaviour and acceptable restraint?
5. Do you have a documented employee disciplinary and grievance procedure?
6. Do you have a designated person responsible for all issues regarding the protection of children or vulnerable adults?

If YES, please give details of their title/role in the company:

Insert your CPO name here

7. Do you have written guidelines on the roles and responsibilities of all relevant employees and other persons providing services on your behalf?

Procedures

1. Do you have a documented method to ensure to the best of your ability continued compliance with regulations and guidance on the protection of children and vulnerable adults?
2. Are sufficient and suitable risk assessments undertaken and documented with regards to the risk of abuse?

3. Do you have written guidelines on the supervision of children and/or vulnerable adults during activities away from your main premises?
4. Do you have written standards of good practice for acceptable behaviour?
5. Do they include guidelines on intimate care or appropriate contact?
6. Do you have a separate and secure means to store material relating to allegations or concerns?
7. Ratio of adults to children or vulnerable adults?

Employee recruitment

1. Are all relevant employees required to complete a written application form?
2. Do you verify the identity of all applicants who will work with children or vulnerable adults prior to their employment?
3. Are written references requested and verified for all relevant employees
4. Do you undertake CRB checks on all “eligible” employees prior to employment?
5. Do you undertake CRB checks on existing “eligible” employees?
If Yes, please state how often they are updated:
6. Are all relevant prospective employees required to declare prior abuse convictions, or, whether they have been the subject of any investigation or enquiry into abuse or other inappropriate behaviour?
7. Have any employees in the past or present ever been interviewed in connection with or been the subject of any investigation or enquiry into abuse or other inappropriate behaviour? If Yes, please provide details:

[Associations may not have knowledge of, or access to, this information. If this is the case then please refer HISCOX to the BAB Case Management Group](#)

Training

1. Does your induction training for relevant employees (e.g. Coaches, Instructors, Association Child Protection Officers and Club Welfare Officers) include awareness of the protection of children and

vulnerable adults?

2. Do all relevant employees receive a summary of your protection procedures for children and vulnerable adults?
3. Do you record the receipt including signature by employees of all policy procedures and guidelines?
4. Do all relevant employees receive relevant training in the protection of children and vulnerable adults?

Incident handling

1. Do you have a formal procedure for dealing with complaints or concerns regarding abuse or neglect?
2. Does it include a whistleblower policy whereby unacceptable conduct of employees can be reported without recrimination?
3. Does it include guidelines on how to respond to allegations or concerns regarding abuse, neglect or other inappropriate behaviour?
4. Do you have a designated person to whom all complaints or concerns regarding abuse, neglect or other inappropriate behaviour are reported?

If Yes, please detail their role in the organisation and their title:

[Insert your Association CPO details here plus CWO details](#)

5. Are all such concerns or complaints recorded?
If Yes, please detail for how long they are retained:
6. How quickly are allegations of abuse investigated?
7. What investigation steps are in place?

Data Protection Act

By signing this proposal form you consent to Hiscox using the information we may hold about you for the purpose of providing insurance and handling claims, if any, and to process sensitive personal data about you where this is necessary (for example health information or criminal convictions). This may mean we have to give some details to third parties involved in providing insurance cover. These may include insurance carriers, third-party claims adjusters, fraud detection and prevention services, reinsurance companies and insurance regulatory authorities. Where such sensitive personal information relates to anyone other than you, you must obtain the explicit consent of the person to whom the information relates both to the disclosure of such information to us and its use by us as set out above. The information provided will be treated in confidence and in compliance with the Data Protection Act 1998. You

have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

Declaration

I/We declare that (a) this proposal form has been completed after proper enquiry; (b) its contents are true and accurate and (c) all facts and matters which may be relevant to the consideration of our proposal for insurance have been disclosed.

I/We undertake to inform you before any contract of insurance is concluded, if there is any material change to the information already provided or any new fact or matter arises which may be relevant to the consideration of our proposal for insurance.

I/We understand that non-disclosure or misrepresentation of a material fact or matter will entitle Hiscox Insurance Company Limited to avoid this insurance.

I/We agree that this proposal form and all other written information which is provided are incorporated into and form the basis of any contract of insurance.

Signature Date

A copy of this proposal should be retained for your records.

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