

BRITISH AIKIDO BOARD

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON SATURDAY, 7 JULY 2012, AT THE HILTON NEWBURY NORTH HOTEL

PRESENT:	V. Sumpter	Chairman
	K. Holland	Vice Chairman
	Mrs S Timms	Secretary
	T. Bayliss	General Member/Membership/Clubmark Officer
	G. Cooke	Coaching Admin Officer
	F. Burlingham	Coaching Development Officer
	S. Billett	General Member/Webmaster
	Mrs M. Poole	General Member
	N. Vaughan	Associations' Representative
APOLOGIES FOR ABSENCE	P. Cooke	Finance Officer
	Mrs S Ward	Lead CSO
	P. Bengé	General Member
	L. Cuthbert	Legal Officer
	A. Humphreys	Equity & Equality Officer
	M. Mercer	Media Officer
	A. Holden	Associations' Representative

Chairman's Opening Remarks: The Chairman welcomed Nigel Vaughan following his election as an Associations' Representative.

1. MINUTES OF THE EC MEETING HELD ON 10 MARCH 2012 – MATTERS ARISING

Re: Item 6.

Amazon Affiliate program: The Webmaster reported that he was having difficulty in communicating with Amazon to find out where the Amazon/BAB advertising income was being deposited. The Finance Officer is also looking into this problem

On-line storage of original BAB documents: As trials of readymade systems had proved unacceptable to the EC, the Webmaster reported that he is writing a specific program for the online storage of BAB original documents

Coaching handbook – PayPal Purchase via the BAB Website: The Webmaster stated that this is still a “work in progress”. The Coaching team requested that online payment be deferred until the updated version of the Coaching Handbook is available.

Action: Webmaster & Finance Officer

2. BAB NGB STATUS – Sport England response

In his letter to Sport England informing them of the BAB having now issued over 2000 Coaching certificates to members, the Chairman stated that he had also asked Sport England if it was correct for the BAB to describe itself as the “Sport England recognised governing body for aikido in the UK”. Their reply stated that the BAB is recognised as the NGB by Sport England, **sportscotland** and Sport Wales; and, as such, the correct way to describe our status would be as “the recognised governing body for Great Britain.

Sport NI presently recognises a body called the Northern Ireland Aikido Association. The Chairman then stated that he had written to Sport NI with details of 2 BAB Associations who have clubs registered in NI; and is awaiting a reply clarifying our future status there. In the interim it is therefore technically incorrect to say we are recognised as the NGB “for the UK”.

3. FINANCE

Club Venue Insurance/Registration. The Secretary advised that 421 club venues had so far been recorded for the current Insurance year. The Chairman indicated that this accorded with the lower limit on the number of Clubs he had declared to Endsleigh Insurance at the time of negotiating the overall insurance renewal premium. As a means of recording the number of club venues (purely for insurance audit purposes) it was agreed that the Webmaster should design a BAB "certificate of current registration" for issue to Clubs.

Endsleigh Sponsorship Donation. Following discussion, it was agreed that the donation be used to offer:

- half-price National Course tickets to attendees with a CL2 coaching award, and
- free entry for those with a CL3 coaching award

Members taking up this offer should bring proof of a CL2/3 award when attending the National Course.

Action: CL2/3 qualified members

4. AGM/GM

Voting Processes. The proposal set out in the report by the Vice-Chairman was agreed. The Vice Chairman to finalise a recording sheet and discuss with Membership Officer.

Action: Vice-Chairman

Officers due for re-election at AGM 2013. As a reminder to Member Associations the Chairman notified that the following posts are due for election at AGM 2013:

- Vice Chairman – 3 year term
- 2 x Association Representatives – 1 year term

Action: All Members

5. DRAFT REVISE OF THE INSURANCE GUIDELINES

The Chairman and Vice-Chairman reviewed the revise of the guidelines and agreed a number of amendments. In response to specific questions on the weapons protocol, the Vice-Chairman agreed to revisit the present wording, whilst the Chairman agreed to flesh out the section relating to Club Insurance.

Action: Chairman & Vice-Chairman

6. WEBSITE

The Webmaster advised that he had nothing to report on development, but small changes have been made. Upgrades coming soon are revamps of the Forum, and Courses pages; the latter to show more information on the courses and for the BAB National Courses to be displayed at the top of the page.

He had a request for an article on Aiki Extensions to be listed on the website as a link; this was agreed.

It was agreed that only Aikido grades will be registered on the website

7. MEMBERSHIP & CLUBMARK

Clubmark. The Clubmark Officer advised that he is attending a meeting in Birmingham with the National Clubmark Manager to discuss Clubmark and progress in general. It was suggested that T. Bayliss should request a more simplified application process as the present system was very complicated and lengthy.

Membership. The probation period for the following Associations is due to end in August. It was confirmed that they had all fully met the BAB membership requirements:

Aikido Seishin Kai
Senshin Aikido Ryu

Seibukan Aikido UK
Birmingham Aiki Dojo

It was therefore agreed that in August they should be granted Associate membership; the Secretary to write to advise them of this.

Action: Secretary

8. COACHING

The CAO reported that he had found 7 clubs that do not have BAB instructors listed; action is being taken to rectify the matter.

It was noted that following, and exceeding, the issue of over 2000 Coaching awards, this major achievement be recognised and promoted by presenting a certificate and hakama to Neil O'Connor, who was the 2000th recipient. It was agreed that the award be presented by his Sensei, Jack Poole 7th Dan, and an article would be penned to be included in the next issue of the Aikido Times. The Media Officer to be requested to give this maximum external publicity. It was also agreed that the cost of the hakama should be met from the Coaching budget.

The CDO advised that a new Risk Assessment form and procedures had been test run on coaching courses and at an Association level with successful results. He will email copies to the Executive for final approval.

Coaching Refresher courses are to be renamed "Coaching Update" courses. The Coaching Update pilot day was very successful with very positive and supportive input from both BAB and Association tutors. The CDO will amend slides, and these will then be submitted for approval to those Tutors who attended the pilot. When approved a formal update course will be run.

Ten students have successfully taken the CL2 course. However, due to the low demand and the required gap between taking CL1, CL2 and CL3 the final assessment will normally be every two years.

Next year (2013) the CDO will re-investigate the possibility of the BAB Coaching courses, awards and coach levels receiving National approval and recognition.

9 EQUITY AND EQUALITY

Noted that the following guidelines were now uploaded to the BAB website:

- BAB Women's Aikido Class & Participation Toolkit
- BAB Equality & Diversity Kit

10 CHILD SAFEGUARDING

The Chairman reported that the CSO would be attending a government roadshow on the Protection of Freedom Act 2012, following which she would apprise the Chairman and Vice-Chairman of her findings vis-vis how the Act will affect the BAB.

Chairman's Post-Meeting Correction: The CSO will be meeting with Joy Tottman of the SRA later this month to be briefed on the government's implementation of the Act. The CSO will then contact the Chairman to arrange a meeting with the Chairman & Vice-Chairman.

The CSO reported that EDUCARE have over 20 BAB members signed up for the online modules. The BAB has over 200 licences for access which expire early in February 2013. Coaches might like to consider doing the EDUCARE modules as a means of CPD. The modules available to individuals signing up are:

Safety in Clubs	Safer Recruitment
Basic Food Hygiene	Protecting Vulnerable Adults
Personal Safety	Preventing Bullying Behaviour
Equity & Diversity	Child Protection in Active Sport and Leisure

Further details are available from the CSO: csso@bab.org.uk

The CSO also provided details of various Foundations and Trusts which provide financial support and assistance for disabled children to participate in sport. This included a website address giving a guide to writing a funding strategy. Full details are given in the attachment to these Minutes.

11. AIKIDO TIMES

The Vice-Chairman stated that whilst there were no equality and equity concerns regarding the item on the Omoto Religion, published in the last issue of the Aikido Times, the E&EO had advised – and the EC **agreed** – that all future publications should include the following disclaimer:

The content and opinions expressed within The Aikido Times Newsletter are those of the authors/represented companies and are not necessarily shared by the publisher of this publication – The British Aikido Board: www.bab.org.uk

In the same issue it was noted that articles on pages 1, 2, 3 & 6, contained a high “philosophical” content and, whilst not commenting on any individual item, it was agreed that such items should be spaced over a number of issues to better interest the general membership.

With regard to advertising of courses it was also agreed that the inclusion of a Budo Course, in the issue exceeded the previously agreed intention to restrict advertising of courses to those that were specifically BAB/Association-linked Aikido Courses.

The Media Officer was asked to include any future information on courses being run by the “Women Try Sport Network”.

It was noted that the Vice-Chairman had forwarded a range of suggested items for future editions and agreed that general interest items for members were to be encouraged. Also agreed that an item received by the Chairman, from Quentin Cooke (Aikido for Daily Life), in respect of Aikido Extensions, be included in a future issue.

The Secretary expressed concern that she had submitted an article, some months ago, on a course celebrating Sensei William Timm’s 40 years in Aikido, but this had not yet appeared in the Aikido Times, apparently due to lack of space.

Action (all): Media Officer

12. DATA PROTECTION

The Secretary confirmed that the BAB had renewed its registration entry with the ICO (Information Commission's office) on 2 April 2012. She advised that she had sought advice on the BAB's compliance with the Data Protection Act from several sources, and had been assured that the BAB was fully compliant with the Act.

13 NATIONAL COURSE – 29 September 2012

The Vice-Chairman reported that arrangements for the event were on target and details plus registration procedures would shortly be on the website. It was noted and **agreed** that the details presented on a proposed Friday evening meal for participants will be publicised as soon as final information is received from the Caterers.

Agreed that provisional dates of 22nd or 29th September 2013 be approved for next year's course to try to minimise clashes with other BAB Association Courses that might be organised or already in Association diaries.

Young Persons' Course. The Vice-Chairman reported on information received from Philip Benge regarding the forthcoming Course to be held at Weston-super-Mare on 23rd September 2012, from 10.30 a.m. to 3.15 p.m. The course is open to BAB members between 11-19 years of age. The instructors are confirmed as:

Tony Yates	British Aikido Yoshinkan
David Worsley	Shin Gi Tai Aikido
Andy McLean	Kai Shin Kai
Al Carchie	United Traditional Aikido

The cost of the course for each young person attending is £10. Further details can be found on the BAB website: www.bab.org.uk

Phil Benge has indicated that he could also run open discussion forums for any adults/instructors who care to come along, on teaching children aged 4 yrs upwards; something on the lines of "Teaching Aikido to Children – It's easier than you think!!!". Phil's e-mail address is: philbenge@btinternet.com

14 ANY OTHER BUSINESS

PLC and Charitable Status. The Vice-Chairman re-iterated that the Board had previously decided not to pursue charitable status. He was therefore working with the Legal Officer to develop the required Memoranda and Articles of Association. It was agreed that if the workload proved to be too much, consideration be given to employing a solicitor experienced in this field.

Resources Officer. The Vice-Chairman reported that the Board, at the last General Meeting, had agreed to the appointment of a Resources Officer, with the post encompassing both the work of the previous 'volunteer' post and advice on funding opportunities for Associations and their clubs. It was agreed that, subject to the approval of the Chairman, the draft 'Persons Specification/Job Description' be prepared by the Vice-Chairman and that he be authorised to start the publicity recruitment process.

Action: Vice-Chairman

The Secretary suggested that the BAB should send 'BAB' Christmas cards to prominent external agencies; the maximum number required is likely to be less than 20. This was agreed and it was suggested that a card design should be sought – this could be an “action” shot from the upcoming BAB National Course. Design to be cleared with the Chairman.

Action: Course Photographer

Chairman's After Meeting Note re: Brian Eustace, 8th Dan (BAA). *It is with much sadness that I notify the Members of the Board of the passing of Mr Brian Eustace on Tuesday 3rd July 2012. Brian was a very senior and long standing member of the British Aikido Association; he was also involved in the founding of the British Aikido Board. A stalwart of the ethics and ethos of Aikido, especially as a means of self-defence and restraint of attackers, he will be greatly missed. On behalf of the Board I relay our condolences to his family, friends and the Tomiki Aikido Association to which he contributed so much over many years.*

15 DATE OF NEXT MEETINGS

Saturday 8 September 2012

Saturday 1 December 2012

Saturday 23 March 2013

Saturday 18 May 2013 (AGM/GM)

Attachment:

- 1. Anyone needing funding advice?** - A Guide to Writing a Funding Strategy, and Foundations and Trusts Providing Financial Support and Assistance to Disabled People in Sport

Anyone needing funding advice?

A Guide to Writing a Funding Strategy

Below is a document to the guide to writing a Funding Strategy. To view this click here:

<http://www.funding4sport.co.uk/2012/06/06/a-guide-to-writing-a-funding-strategy/>

And here are some funding schemes you might want to consider:

The Adam Millichip Foundation

To provide financial support and assistance to disabled people who wish to participate in sports, with the aim of improving the quality of their lives. To find out more click here:

<http://www.adammillichipfoundation.org/index.php>

Richard Overall Trust

The Richard Overall Trust was created in memory of Richard who had Duchenne Muscular Dystrophy to help other disabled children and young people enjoy and participate in sport. It provides funding for specialist sports equipment, training, sports clothes, transport and tickets to sporting events. To find out more click here:

<http://www.funding4sport.co.uk/2012/06/12/richard-overall-trust/>

The Trusthouse Charitable Foundation

The Trusthouse Charitable Foundation currently distributes over £2m per year for projects across the UK. The funding is available through the Small Grant Scheme, which provides grants of up to £10,000 and the Large Grant Scheme which offers grants of between £10,000 and £30,000. The Trustees look favourably upon projects concerned with areas of deprivation. To find out more click here:

<http://www.funding4sport.co.uk/2012/06/11/the-trusthouse-charitable-foundation/>

Healthy Communities Small Grants Programme

The Healthy Communities Small Grants Programme awards grants of between £5,000 and £10,000 of funding to local community and voluntary groups. We're particularly keen to support grassroots activity that will help local residents live longer healthier lives. To find out more click here: <http://www.funding4sport.co.uk/2012/06/09/healthy-communities-small-grants-programme-2/>

Caudwell Children Enable Sport Programme

The Caudwell Trust is inviting applications for the Enable Sport Programme. This will provide specifically designed sports equipment to enable disabled children and young people to participate in sport. Applications must be made on behalf of a particular child who must be 18 years of age or under at the time of application. To find out more click here:

<http://www.funding4sport.co.uk/2012/06/07/caudwell-children-enable-sport-programme/>