

# B R I T I S H A I K I D O B O A R D

## MINUTES OF GENERAL MEETING OF 4 OCTOBER 2008 HELD OF SOLIHULL FOOTBALL CLUB, SOLIHULL

<b>PRESENT:</b>	V. Sumpter	Chairman also representing Kai Shin Kai
	K.Holland	(Vice Chairman) also representing Shinwakai Aikido
	Mrs S D Timms	Secretary
	P. Cooke	Finance Officer also representing Aikido for Daily Life
	S. Billett	A.D.S
	S. Goodman	Aikido Fellowship
	P. Holding	BAA
	D. Bath	British Birankai
	M. Hayes	British Ki Society
	R. Allet	British Ki Society
	A. Yates	British Yoshinkan
	J. Tipping	British Yoshinkan
	F. Burlingham	Institute of Aikido
	R. Martin	Komyokan Aikido
	P. Crawson	KSMBDA
	Miss C Mann	KSMBDA
	Mrs S Baird	Lancashire Aikikai
	T. Bayliss	Seijitsu Aikido Ryu also representing Aikido Research Federation
	K. De-Loyde	Takemusu Iwama
	B. Stockwell	Tenchi Ryu
	G. Needler	U. K A
	P. Benge	United Traditional Aikido
	M. Bent	Welsh Aikido Society
	M. Saunders	Welsh Aikido Society
	G. Cooke	YAUK

### APOLOGIES FOR ABSENCE

Apologies only received from Paul Barker (Aikido Circle), Quentin Cooke (Aikido for Daily Life), David Yates (British Aikido Federation), Lesley Hepden (British Aikido Association), Ken Robson (Shudokan Institute of Aikido), Mrs Poole (Shinwakai Aikido), Justin Marchant (Shin Gi Tai), and Bill Harris (Kai Shin Kai).

No apologies received from Devon Aikido, Kobukan Aikido Assoc, UKAF, Isshinkai Aikido, Shun Poo Kan, and Shobu Aikido.

### CHAIRMAN'S OPENING REMARKS

Apropos Child Safeguarding and Protection, the Chairman asked if any representatives had seen the Esther Rantzen TV documentary 2 days previously which was a follow-up to "Childline" which she had started 20 years previously. The programme focussed on how the government, other agencies, employers and the adult general public were now running scared and "PC" orientated when it came to assisting or being around children other than your own. As a test of public reaction to a "lost" child in a shopping mall, 123 adults walked past an obviously distressed little girl before one lady approached to help her; and,

astonishingly, on the second test 451 adults walked past a little boy “lost” before help was offered. In both cases, the 2 “helpers” admitted to feeling “vulnerable” to approaching a lone child for fear of their actions being misconstrued. The question needs to be asked, “Where has our common-sense gone?” The conclusion appears to be that current CP legislation is there to protect Employers and employees – but in doing so, doesn’t necessarily protect a child obviously in need of help.

The Chairman concluded by saying that we as an NGB must guard against falling into the same legislative quagmire.

## **1. CHAIRMAN'S HALF YEARLY REPORT**

The Chairman referred to his half-yearly report, which had been circulated with the Agenda, and now appended to these minutes as **Enclosure 1**.

## **2. MINUTES OF THE GM OF 10 MAY 2008 AND MATTERS ARISING**

**Agenda Item 11.** The Chairman reported that the National Aikido Federation (NAF) had been re-instated as probationary members, and will be eligible to be considered for full membership at the next AGM (9 May 2009).

## **3. CCPR IMPACT & IMPROVEMENT FUNDING**

The Chairman reminded Members of the CCPR grant aid that had been allocated for this year as a follow-on to the Governance Audit Review KKP Report of last year; this amounted to just over £29K. Of that, £9K is for work to be undertaken by KKP in relation to the Aikido Development Plan; we have requested help from KKP to move this forward but, to date, we are still awaiting a reply to our letter sent by the Vice-Chairman.

With regard to the remainder of the grant, this covers, in the main, Child Protection and the Website. Eventual payment of the grant to the BAB is dependent upon detailed month returns from the Chairman to CCPR, covered by auditable invoices.

## **4. GOVERNANCE AUDIT - MEMBERSHIP REVIEW**

The Vice-Chairman reviewed the report and recommendations of the Executive Committee, which had been circulated with the Agenda and now appended to these minutes as **Enclosure 2**. The Members present voted on the EC recommendations as follows:

- That, in the light of the proposal set out regarding an Umbrella organization, no change be made to the existing requirement for new Board Members to have a minimum of 100 registered students.
- That the creation of a licentiate scheme operating under a Membership Umbrella, as proposed, be approved.
- That existing Member Associations whose individual membership falls below 50, be given the option to become Licentiate Members.
- That only Associations/Clubs formally teaching aikido, as opposed to Budo, Aikijutsu or like arts are eligible for BAB membership.

**Decision: All 4 Recommendations Carried for Adoption**

Additionally, there was agreement that Members be encouraged to provide details to the Membership Officer of any non-BAB aikido organisation/clubs in their geographical area, or known to them.

**Action: All Members**

**Review of Current Membership Fee Structure.** The Vice-Chairman thanked those Members who had responded to his initial questionnaire and indicated that the current Membership fee structure still needed to be reviewed. Any Members or their representatives interested in being part of the Working Group to be set up to carry out this review should notify the Secretary as soon as possible.

**Action: All Members**

## **5. FINANCE INTERIM REPORT**

P. Cooke stated that the Board's finances are sound as at end of June 2008 with income of £21435 in subscriptions and £3228 in bank interest. Expenditure on CP, Governance Audit matters and the Website amounted to circa £12000, much of which should eventually be met from CCPR grant aid for this year. A new projector has been purchased for in-house Coaching and Clubmark training.

P. Cooke indicated that he didn't expect to make a surplus this year due to additional expenditure on CP, Website and Clubmark; however, he was trying to get "advertisers" to book slots on the website which might bring a new income stream on board.

## **6. ELECTION OF OFFICERS**

**General Members.** The Chairman proposed that Terry Bayliss and Grev Cooke, both of whom already hold specialist appointments on the EC, be elected as General Members to serve for a 3-year term; notionally serving their first term until the AGM 2011.

**Decision: Carried Unanimously**

**Head of Association EC Members.** S. Billett and P. Benge, who are currently serving 1-year co-opted terms on the EC, reported that they were greatly surprised at the amount of work undertaken and carried out by the Executive Committee Officers. Representatives are reminded that their term of office ends at the next AGM, when two more Heads of Association/Principals would be invited to join the Executive Committee until AGM 2010.

### **Officers due for election at AGM 2009:**

- Chairman (3-year term)
- 2 x Principals (1-year term)
- Vacancies: 2 x General Members (3-year term)

**Action: All Members**

## **7. OTHER EXECUTIVE COMMITTEE VACANCIES**

The Chairman reported that there were currently 3 unfilled EC specialist appointments. Members were asked to trawl down to Club level to seek volunteers for the following posts:

- Data Protection Officer
- Media Officer
- Legal Officer

**Action: All Members**

## **8. CHILD PROTECTION - POLICY REVIEW**

The Chairman referred Members to the recent Heads of Association Workshop on Child Protection/Safeguarding where the representative for our insurance brokers (David Fieldhouse of Perkins Slade) had explained that the BAB was one of only a handful of sports NGBs who enjoyed civil liability insurance cover against allegations of Child Abuse by

members of BAB Associations. However, Mr Fieldhouse had explained that unless there was a united “Board” approach to our CP policy then this cover was likely to be withdrawn as it would mean – in effect – that each Association would have to operate their own CP policy. Barbara Barrett (BAB Independent CPO) had previously explained to the Chairman that where Associations made independent decisions on whether or not a member subject to a CRB check was a “fit and proper individual” to teach or assist in teaching children then this undermined a united “Board-level” CP policy. In the circumstances, the Chairman therefore asked the Members present for a vote on the following proposal:

**Proposal:** That where a CRB disclosure or other Child Safeguarding issue on an individual is brought to the attention of the Lead CPO and CP Case Management Group, the decision made by the Lead CPO regarding that individual member’s fitness or otherwise to teach or assist in the teaching of children (those under age 18) is binding upon the Board, its Associations and their Clubs and the individual concerned.

The Chairman went on to explain that the decision by the Lead CPO affects only the individual’s fitness to teach or assist with children. Where the Lead CPO and Case Management Group indicate that much stronger action should be taken or is deemed appropriate, for example, suspension from all training or attendance at a particular training venue, or expulsion from membership of a Club or Association, then that additional sanction – over and above that of “not teaching or assisting with children” – will be referred to the Executive Committee by the Lead CPO as a “recommendation” for action by the Association or the Board, as appropriate.

**Decision: Proposal passed for adoption. There were no votes against the proposal**

The Chairman also explained that the Independent Safeguarding Authority (ISA) came into effect this September. Under its terms and condition we will see no change to the way we process our CRB checks; they will still be done through TMG acting on behalf of the ISA. However, Members are reminded that under the Safeguarding Vulnerable Groups Act 2006 it is an offence for a person to undertake regulated activity involving children without having been vetted by the ISA/CRB process. Moreover, an employer taking on a person in a regulated activity involving children will commit a criminal offence if they fail to check the status of the employee or volunteer. The Act defines, *inter-alia*, the BAB as an “employer” and “volunteers” as our “employees”, together with a “regulated activity” as being one where there is regular contact with Children or Vulnerable Adults.

**Government Publications: “Every Child Matters”.** The Chairman explained that, as part of the Heads of Associations CP Workshop, the NSPCC Speakers had taken every opportunity to promote the Government’s “Every Child Matters” policy. Members working with children were urged to visit the website <http://publications.everychildmatters.gov.uk/> where there was information on either downloading or obtaining it in hardcopy free of charge the following publications:

- Working Together to Safeguard Children. This publication is addressed to both practitioners and managers who have responsibilities for safeguarding and promoting the welfare of children. Price: FREE
- Every Child Matters: Change for Children. The main focus areas of this publication are early intervention, a shared sense of responsibility, information sharing and integrated front-line services available to individuals with Child Protection concerns.

**Government Policy and our Risk-Averse Society.** Finally, as an aside, the Chairman distributed a copy of a letter taken from the Daily Telegraph of 12 August 2008 written by a pensioner who was Chairman of a small village community care group which had been in existence for 30 years. He was despairing of the relentless “control” measures now inflicted

upon the group to meet as many as 15 golden rules [separate policies] of protection of the Vulnerable. His position was that in an attempt to obtain a modest £300 per year funding the policy initiatives to be instituted mirrored those appropriate to a major corporation; he had no desire to let down the many elderly people he assists but this “risk averse” policy and the bureaucratic hurdles to be jumped was now – for him – a step too far. He doubted anyone would take his place as Chairman when he now stood down. **Note by the BAB Chairman: *Déjà vu! Springs to mind.***

## **9. INSURANCE**

The Chairman reminded Members that the BAB PI Insurance year is from 1 March to 28/29 February and that instructors with a CL2 certification will receive a £10 reduction on the cost of their annual PI insurance premium; for those with a CL3 certification the premium is reduced by a further £10. For CL1 the current premium is £50, with CL2 being £40.00, and CL3 reduced to £30.00.

Following discussion on whether or not a new student was or was not covered under the PA insurance scheme for their first 3 practices, it was agreed that all new members should at the very least be registered from their first practice as having paid the £1.40 PA premium, whether or not full membership of a Club or Association is later processed.

## **10. NATIONAL COURSE**

The Vice-Chairman circulated a report on the National Course and reported on the positive feedback he had received, both verbally and by email, in relation to the course content and organisation of the event. There were 140 participants representing 15 Associations and, encouragingly, a number of non-members. It was particularly encouraging to note the high level of participation by students at all sessions throughout the day and the Vice-Chairman took this opportunity to thank the Instructors, and also the Kai Shin Kai for supplying the stewards and extra mats. The accounts had still to be finalised but it was anticipated that the event would make a profit.

The Members proposed thanks to the Vice Chairman and Secretary for organising a successful course. This was carried unanimously.

Work is now in progress to arrange a National Course for 2009, although with great regret the Vice-Chairman announced that Bisham Abbey would not be available until 2013 as it was being refurbished for use by and for dedicated Olympic sports which, oddly, did not include martial arts.

## **11. COACHING**

F. Burlingham stated that he and G. Cooke were re-vamping the CL1 course to bring it up to date in time for the November 15 Coach Tutors course. He advised that scUK units were available in most areas at a cost of £10.00 per unit, and the BAB will fill the gap where scUK units were not available.

Over the next few months, and as available, F. Burlingham plans to re-attend the scUK units that form the basis of the BAB tutorials to ensure we are up to date with current information and practice.

## **12. CLUBMARK**

T. Bayliss reported that the Assessors' Course held on 20 September was very successful. As a result 13 advisors are now able to help Clubs through the process of getting Clubmark accreditation. Wakefield Tomiki Aikido club is to be assessed shortly and the Rising Star club will be assessed in November.

T. Bayliss is negotiating with the National Clubmark Officer for accreditation certificates for those Clubs who have already been assessed. Other Clubs interested in achieving Clubmark status can find information on the BAB website.

### **13. MEMBERSHIP**

T. Bayliss advised that a new Association titled "Harmony in Aikido" and formed as a breakaway group from the Member Association "Aikido for Daily Life" had applied for Membership of the BAB in its own right. The group had successfully completed all the "New Member" application process and there was no objection from "Aikido for Daily Life" to the group becoming an independent Board Member. T. Bayliss therefore proposed that the Association "Harmony in Aikido" be accepted into Probationary Membership for the coming year.

**Decision: Agreed unanimously**

T. Bayliss then advised that the "United Traditional Aikido" Association had successfully completed 1 year's probation and proposed that they now be accepted into Full Membership.

**Decision: Agreed unanimously**

### **13 WEBSITE**

P. Cooke and S. Billett briefed the Members on work that had been achieved and that which was still on-going to improve and up-date the website; the latest innovation being the ability for Associations to update their own Club information. Other new information on the website included a Gallery (photographs) covering this year's National Course and information on the charity scheme "Aiki Extensions" run by the Principal of "Aikido for Daily Life".

The Members voiced appreciation at the new-look website and facilities.

**Personality Profiles.** The Webmaster indicated that he was still missing profiles of some of the Heads of Associations, and that it would be nice to have information on the website covering all Association Heads. Additionally, it was pointed out that, in relation to other Aikido "personalities" featured on the website, the one profile missing was that for the current Doshu; G.Needler UKA) agreed to ask Gordon Jones to approach Doshu for a profile in view of Doshu's visit to the UKA in 2010.

**Action: All, & UKA for Doshu Profile**

**E-Mail Addresses.** In response to a question about getting BAB information down to Club level, the Webmaster indicated that where he had e-mail addresses for individuals he could develop a facility to automatically e-mail information to these addresses.

**Action: All Members & Their Clubs**

**Website Forum Policy.** The Vice-Chairman apprised the Members of the fact that the Executive Committee had considered and approved a policy document on "Usage of the Forum". He now asked the Members present to agree its formal adoption. The policy can be found at [http://www.bab.org.uk/forum/forum\\_posts.asp?TID=13&FID=6&PR=3](http://www.bab.org.uk/forum/forum_posts.asp?TID=13&FID=6&PR=3)

**Decision: Policy agreed for adoption**

**General Website Usage Policy.** The Chairman gave the Webmaster a copy of another NGB's Website Terms and Conditions of Usage Policy and asked the Webmaster to review its content with a view to it being a basis for developing our own Website Usage Policy; for presentation at the next Executive Meeting.

**Action: Webmaster**

**Website Advertising.** P Cooke indicated that Nine Circles are prepared to advertise on the BAB website. S. Billett was requested to seek out other companies who may also be interested in using advertising space on the website.

#### **14. ANY OTHER BUSINESS**

**Dan Grade Registration.** The Vice-Chairman reported on proposals to establish a Register of all BAB Association Dan grades, and to issue, on request, a BAB registration certificate for an individual. Whilst this would in no way give BAB "authentication" to a grade awarded to an individual, as this remains the prerogative of Member Associations, it would:

- (1) provide documentary evidence – particularly for instructors wishing to open clubs in local authority premises, sport centres and other community facilities – that they held a particular grade under one of the BAB registered Member Associations. (The BAB currently issues no documentation of affiliation to any Member Association)
- (2) this would assist in the development of the Board's relationship with the individual membership.

The Secretary would administer the register and issue registration certificates upon request. It was noted that this register could be linked into work to be undertaken on Instructor data, through the website. Associations wishing to register their dan-graded members with the Board should E-mail names to the Secretary, copied to the Webmaster.

**Decision: Approved for adoption**

**Action: All Members**

#### **15. DATE OF NEXT MEETING**

Date of next meeting is **Saturday, 9 May 2009**, which is the AGM

**Enclosures:**

1. Chairman's Interim Report
2. Membership Issues – EC Report of 13 September 2008





## Enclosure 1 to GM Minutes – 4 October 2008

### Chairman's Interim Report

I have now been your Chairman for 6½ years and, in writing this interim report, I have a distinct feeling of *deja vu* and that is because 5 years ago in a similar report I wrote:

“Half-way through my 3-year tenure of appointment as your Chairman, I am beginning to wonder both 'how' and 'why' any of the elected and appointed management committee officers continue to do their job. The 'why' is easy to answer - we believe in the purpose of the BAB and its Constitution, and are willing to give of our free time to manage its policies. The 'how' in achieving this is harder to [answer].”

That statement still holds good for me today. In the recent past the results of the Governance Audit have had the effect of giving the Executive a whole raft of initiatives to ponder and try to implement – and presently, I have to say I and the rest of the EC would be sinking without the mountain of work my Vice-Chairman continues to put into moving things forward. For my own part, on top of keeping tabs on what policies and procedures other members of the EC are tackling, Child Safeguarding and Protection has been my *raison d'être* – and I am fast losing heart for the hours of work it and other topics cost me

What does all this mean for the Board? Well, for my part, it means that because of a lack of additional volunteer support from the membership, I am – and I am sure this applies to others on the EC – beginning to feel very much overworked. We need people to help us draft, revise and finalise many of our current policies and procedures. I am not asking you, as Association Principals and Representatives to necessarily step forward, but I do find it hard to believe that out of circa 5000 adult members across 35 Associations there appears to be nobody who has the time and probable expertise to help out on specialist sub-committee work. Perhaps, it is because when we ask for help at GMs, the word is not filtered down to your Club [student] levels?

Changing subject, can I draw your attention to the EC Minutes of 13 September (which, if you have received this report by post, are probably part of the contents of the same envelope). There are a number of agenda items in there that show “**Action: All Members**”. Please therefore take a moment to familiarise yourself with the ‘action’ content.

With regard to the recent CP workshop at the Warwick Hilton, I would like to pass on my thanks to those who came – it was another ‘weekend day’ lost to BAB work for many of the delegates. I do not intend to issue a report on the meeting unless you specifically request it as, hopefully, you have been given feedback from your designated representative. One thing though: I did ask the delegates to e-mail me with – and with anonymity guaranteed – their true feelings about the value of the workshop. From 24 attendees, I have so far had only 4 replies – and that adds to my feeling of, well, “is the effort worth it?”

Finally, my present tenure as Chairman comes to an end at the next AGM and I have not yet made up my mind on whether I wish to stand for re-election.

Vincent Sumpter (Chairman, BAB)

19 September 2008



**Membership Issues – EC Report of 13 September 2008**

The recent corporate governance exercise raised a number of key membership issues, on which the Board agreed members should be consulted. The Vice-Chairman wrote to all Heads of Associations seeking their views and inviting them or their representative to be part of a small working group to discuss some of these key issues. 11 responses were received, plus a number of supporting phone calls, but unfortunately there were no offers to be directly involved in the suggested working groups. Although not everyone addressed all the issues, it was encouraging to note that there was general unanimity regarding key issues.

The Committee have now considered the findings of this review and their recommendations are set out below.

**1. Current Requirements for Membership**

There was a strong consensus that more needed to be done to facilitate the access of small groups into membership but only 2 Heads actually considered the existing requirement of 100 needed to be reduced. Given that the objective of the Board is to be as inclusive as possible, then achieving this through full membership being open to very small organisations could ultimately mean that the main Board comprised of say 100 plus member Associations which would be totally unwieldy. As a result of this plus other operational/practical/administrative reasons the Committee supported the general view that whilst the exact figure is somewhat arbitrary it must be substantial enough to be meaningful, and show that the applying Association is of sufficient standing to justify full membership.

**RECOMMENDATION:** that, in the light of the proposal set out regarding an Umbrella organization, no change is made to the existing requirement for new Board Members to have a minimum of 100 registered students.

**2. Establishment of an Umbrella Organisation**

The object of this proposal is in response to the strongly supported view that we facilitate smaller clubs joining the NGB. By using this route rather than simply reducing the entry level we maintain a workable and democratic Board, and do not run the risk of watering down standards or giving out "false credibility"

The proposed format for an Umbrella organisation would be:

- smaller organisations (subject to a minimum membership) could apply to the BAB in the normal way.
- if they meet all the requirements they would become "Licentiate Members"
- They would receive the benefits of a full member, excepting that they would be non-voting.
- Each organization would be required to nominate officers for key contact positions such as CPO, DPO, CLO etc, but as their workload would be much less than for say a multi club Association, one officer may fulfil a number of these roles.
- The Secretary would act as the Administrator, for the Umbrella organisation, primarily to ensure that they received all relevant information, act as intermediary for processing insurances etc.
- The Board would seek to promote within such organisations cross information both to attract like minded groups to be able to "connect" and perhaps ultimately join together to form a new Association and also information on existing Associations so that in their own time they might join one of them.
- The Annual Licentiate Fee would be £100 per organization regardless of size.

- For administrative purposes this would be known as the Membership Umbrella
- This would require an amendment to the Constitution.

**RECOMMENDATION:** that the creation of a licentiate scheme operating under a Membership Umbrella, as set out above, be approved.

Whilst we are aware that full Members dropping below 100, reduce to Associate status, there is no provision for such Associations falling below 50, at which point they would normally cease to have any direct link to the BAB.

We consider that in this extreme situation they should be given the option to reduce to Licentiate Member status, so that if they subsequently improved their membership they could easily re-gain their enhanced status without having to fully re-apply and go through the probationary period. Also it would provide continuity and protection for individual members, belonging to these groups, particularly over insurance.

**RECOMMENDATION:** that existing Member Associations whose individual membership falls below 50, be given the option to become Licentiate Members.

### **3. Current Membership Process**

There was general satisfaction with the existing standards and procedures for membership. Accordingly the Membership Sub-Committee has introduced an updated application form, together with a supporting Introductory Information and Monitoring Sheet. The Committee have also re-iterated that only Associations/Clubs formally teaching Aikido as opposed to Budo, Aikijutsu, etc, are eligible for BAB membership.

### **4. Data Management of Currently Affiliated Clubs**

This was welcomed by the two responding to this topic and has benefited greatly from the recent facility for clubs/Associations to update their own details.

### **5. Identification of Un-Affiliated Aikido Clubs in the UK**

A number of non-affiliated Clubs/Associations have already been identified and will be contacted by the Membership Sub-Committee.

### **6. Current Level of Fees**

Those who commented on this issue expressed the view that the current method of calculating fees needed reviewing and considered that the membership fees should be the same rate for everyone as this was both fairer and easier to administer.

This is obviously a complex subject and the Finance Officer is proposing to set up a Working Group to consider this issue. **If you are interested in being involved in this Group, please contact the Secretary.**

Keith Holland (Vice Chairman)