

BRITISH AIKIDO BOARD

MINUTES OF THE GENERAL MEETING held on 13 February 2010 at Solihull Moors Football Club, Solihull

PRESENT:	V. Sumpter	Chairman (& Kai Shin Kai)
	K. Holland	Vice Chairman
	Mrs S D Timms	Secretary
	R. Ward	Aikido Circle
	Mrs J Holden	Aikido Fellowship
	A Holden	Aikido Fellowship
	S. Billett	Aikido Development Society
	M. Sheridan	Aikido Research Federation
	P. Holding	British Aikido Association
	Miss L Hepden	British Aikido Association
	D. Yates	British Aikido Federation
	D. Bath	British Birankai
	P. Burgess	British Ki Society
	T. Yates	British Yoshinkan Aikido
	J. Tipping	British Yoshinkan Aikido
	F. Burlingham	Institute of Aikido
	Mrs D Masters	Ken Shin Kai
	G. Masters	Ken Shin Kai
	J. Garmon	Komyokan Aikido Assoc
	R. Martin	Komyokan Aikido Assoc
	Miss C. Mann	KSMBDA
	G. Gardiner	KSMBDA
	Mrs S Baird	Lancashire Aikikai
	R Spence	Lancashire Aikikai
	K. Christie	Seijitsu
	T. Bayliss	Seijitsu
	R. Watts	Shudokan Institute of Aikido
	Mrs S Ward	Tenchi Ryu
	K. De-Loyde	TIA EU
	G. Jones	U K Aikikai
	G. Needler	U K Aikikai
	Mrs M Poole	U K Shinwakai
	P. Bengé	United Traditional Aikido
	M. Saunders	Welsh Aikido Society
	G. Cooke	Yama Arashi UK

APOLOGIES FOR ABSENCE

Received from: Piers Cooke (Finance Officer) Aikido For Daily Life; Aikido GB; Harmony with Aikido; Keitenshin Kai; NAF; Shun Poo Kan; U K Aikido Federation; UK Aikido Union.

NO APOLOGIES were received from: Aikido Circle Black Belt Academy; Brighton Ki Society; Devon Aikido Association; Eiryukan Aikido; Shin Gi Tai; Shobu Aikido; Shodokan Aikido UK.

1. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The Chairman reviewed the Minutes of the previous meeting, but as any action points are Agenda items for today's meeting there was only one matter arising:

- J Holden (Aikido Fellowship) pointed out that the minutes did not record that the Members agreed that the Child Safeguarding & Protection Policy should include reference to the BAB offering support to both whistleblowers and individual officers/coaches accused of or allegedly abusing a child whilst the matter is under investigation.

The Chairman was happy to correct this omission.

2. DRAFT REVISED CONSTITUTION

The Chairman presented the draft revised Constitution, and asked for this to be reviewed by Members with comments and/or observations to be sent to him at least 4 weeks before the AGM on 15 May. Some Members reported that they had not seen sight of the draft revise sent out by Email in January; The webmaster explained that this was probably because their e-mail details had not been added to the website by Associations. The Chairman requested the Webmaster to re-send the document to Associations.

Chairman's After Meeting Note: Document re-sent by Webmaster & Chairman on 15 February Regarding the latest date for comments, Members are asked to send comments to the Chairman by 22 March so that they can be reviewed at the Executive Meeting on 27 March.

ACTION: All Members

The Chairman took note of the query raised by M Sheridan (ARF) regarding what was implied by the liability clause at para 14 of Appendix 2 which states:

The Executive Committee shall act without liability to its Members, provided such actions are in accordance with the Constitution.

ACTION: Executive Committee

3. CHILD PROTECTION AND SAFEGUARDING

CP Policy & CPO Support Pack.

The Lead CPO, Sue Ward, reported that a copy of the Child Safeguarding and Protection policy has been posted by Recorded Delivery to Association CPOs, together with a Support Pack for Club Welfare Officers which includes a DVD produced by CPSU. The Lead CPO requested that CPOs ensure that their CWO's are aware of the new policy and have all necessary documentation in place. CPOs are able to order additional CWO Support Packs free of charge direct from the Lead CPO.

ACTION: Association CPOs

L. Hepden (BAA) noted that the revised Child Safeguarding and Protection Policy states a minimum membership age of 4 years. L Hepden asked for clarification as the BAA has non-practising members under this age. M. Sheridan (ARF) pointed out that a little more information would be welcomed.

ACTION: Lead CPO

L Hepden raised a concern regarding the wording in Appendix 17 of the new Child Safeguarding and Protection Policy as it applies to the use of pain compliance in techniques. She felt that this wording should have been referred to the Coaching Development Officer (CDO) for comment.

Chairman's After Meeting Note: The current wording in the CP policy has already been agreed with the CDO at Exec Committee and the CP policy subsequently approved by the CPSU. The wording in Appendix 17 will nevertheless be re-considered by the CDO and the CP Steering Group.

ACTION: Coaching Development Officer & Lead CPO (for CP Steering Group)

CP Case Management Group (CMG) and CP Steering Group (SG)

Sue Ward advised that a meeting of the CP CMG would be held on the morning of 24 April in Bristol to review their past work and practises. In the afternoon there would be a meeting of the CP Steering Group, to which the Lead CPO extended an invitation to Mr Michael Sheridan to attend as an Association representative.

ACTION: M Sheridan (ARF)

CPO Conference & ISA / CRB Checks

Sue Ward reported that she was not able to arrange a CPO conference at present due to the lack of uptake. However, she will be looking at organising something towards the end of summer which will allow a timely update on the ISA.

The latest information obtained by the Lead CPO from our counter-signatory organisation (TMG) is that liability with regard to ISA 'compliance' will rest with individual clubs (who are the "Regulated Activity" Providers), even though the BAB is facilitating the process. Association CPOs can contact Sue for more information or clarification, if required. The ISA system is not yet live and so no other information with regard to process is available at present.

Chairman's After Meeting Note: In respect of Identity Documents that need to be verified as part of the **CRB** process, the Lead CPO has made the suggestion that these documents and the application form could be brought to GMs for checking as there will usually be at least one verifier there and it might help some people and save them having to send passports, etc, through the post.

Club Welfare Officer Posts

T. Bayliss (Seijitsu) raised the question as to why (as is stated in the the BAB's CWO Support pack states that a Club Welfare Officer cannot be the Instructor, and querying why this was so. S. Ward advised that it reflects best practice to have an independent CWO as quite often concerns are raised about instructors (thus resulting in a conflict of interest). However, Sue confirmed that she would rather have in post a pro-active and committed CWO who was an instructor than no CWO at all, or one who did not do a very good job. Sue strongly recommended that the CWO is not an Instructor and asked Associations to set the best possible standards within their clubs. The Child Safeguarding and Protection Policy gives details of the CWO role.

4. CLUB MARK

The Clubmark Officer, T. Bayliss, stated that 5 clubs have now been accredited to Clubmark, and 2 further clubs are near to completion.

He also advised Members that Sainsbury's Supermarket now allows clubs with Clubmark accreditation to register for, and collect, vouchers for Club mats and sports equipment.

5. MEMBERSHIP

The Membership Officer, T. Bayliss, advised that two Associations, namely, Keitenshin Kai and Harmony with Aikido, have successfully completed their probationary period and are now eligible to be admitted with Full membership status. The Members unanimously agreed to accept these two Associations as Full Members, and the Secretary will write and advise them accordingly.

ACTION: Secretary

Further to the Secretary's letter of 3 January to Members, notifying applications for membership from Takagashirakai, Aikido Alive London, and Seend Aiki Shurenkai, T. Bayliss confirmed that he had visited the Takagashirakai Association in Cumbria and advised that their style of Aikido was in accordance with the Constitutional requirements for Membership of the BAB. Moreover, Takagashirkai and Aikido Alive London have successfully completed their application process and he proposed that they be accepted into probationary membership. However, Seend Aiki Shurenkai has still to complete the application process and is therefore not yet in a position to be proposed for probationary membership. The Members unanimously agreed to accept Takagashirakai and Aikido Alive London as Probationary Members, and the Secretary will write and advise them accordingly.

ACTION: Secretary

Finally, the Membership Officer advised the Members that a group called Tetsushinkan had applied for membership and T. Bayliss advised that they have successfully completed their application requirement and recommended that they too should be accepted into probationary membership. The Board approved the application.

ACTION: Secretary

The Chairman advised that Dennis Burke and his Association (Isshinkan Aikido) had resigned from membership of the BAB, and this resignation had been reluctantly accepted.

6. FINANCE

Year-End Accounts

The Secretary reported that the Finance Officer was unable to attend the meeting due to a family bereavement. The Secretary therefore reviewed the financial situation on his behalf. She advised that the year-end accounts had been completed and the accounting books have been sent to the Accountants, P. Hourigan & Co for audit.

The Secretary also reported that the BAB had made a small profit, and full details will be advised at the AGM, together with a copy of the audited accounts.

Annual Subscriptions

The Secretary reported that she had advised all Registrars and BAB reps, by post, that the annual subscription submission fees will change on 1 March to one linked to payments based on an individual member's renewal date for their PA cover, instead of as previously one based on a scaled Association fee for the year. This new payment method will be added to the

Monthly PA Return sheet, and stickers will be sent to the Registrars (individual annual subscriptions per member).

In respect of the individual membership fee, J Holden (Aikido Fellowship) asked why the membership fee (including PA cover) was £5.00 when the Executive Meeting Minutes of 12 Dec 2009 had indicated that the total fee would be £4.00. On being apprised of this fact, the Chairman informed the meeting that this appeared to be a typing error made by the Secretary and a letter would be sent out to Association Registrars informing them of the error and qualifying that the individual membership from 1 March is in fact £2.50 to which £1.50 is to be added for PA, making a total of £4.00 per individual.

ACTION: Secretary

An Invoice for the Associations and Clubs' Civil Liability insurance will be sent out shortly, this has been increased by the Brokers, Perkins Slade, from £90.00 to £96.75 for Associations with over 100 members, and from £45.00 to £48.50 for Associations with less than 100 members.

Submission of Monthly Registration Returns

The Secretary advised that all Monthly Returns should be received by 14th of the following month so that the bank statement can be reconciled by month end. If there is a NIL return in a month, then an Email should be sent to the Secretary advising this. Lack of a return – NIL or otherwise – causes doubt if a return is to be expected and delays the closure of accounts for the month in question.

7. INSURANCE

Chairman's Meeting with Perkins Slade

The Chairman reported on a recent meeting he had had with David Fieldhouse of Perkins Slade Ins Brokers. The main points were:

- PI and PA premiums would be subject to no more than a 5% increase from 1 March.
- PS recommended an increase from £5m to £10m to cover civil liability protection for Associations and Clubs. The Chairman indicated that no costs for this were available but as this additional cover had cost £250 last year for the Board Trustees and Officers, the present £5m level of cover was probably a risk we could live with for the moment.
- In respect of allegations of Child Abuse against a Coach, PS stressed that whilst Clubs, Associations and Board Officers were covered for defence costs (up to a maximum of £250K) through their Civil Liability cover, an individual coach's PI cover **did not** extend to covering Defence Costs. In this regard, PS offered a solution by way of an additional premium that could be applied for and added to PI to specifically cover defence costs in the event of an allegation of child abuse being made against the individual. The Chairman advised that the cost of this additional premium would be £7.00 if added to **all** PI certificates or £10 if applied only to those who wished to take up the offer. Members agreed **not** to pursue the "all-in" option. Additionally the Chairman undertook to ask PS if the legal defence insurance could be extended to "Assist Only" Coaches (that is, those who do not hold separate PI cover).

ACTION: Chairman
INFORMATION: All Association Club Coaches/Instructors

- Mat/Training equipment cover which could be applied for through the PS website was not yet “live”.
- With regard to travel insurance for those participating in and training for events overseas, PS reminded the Chairman that travel insurance provided by Travel Agents rarely includes losses arising from participation in sporting competition or activities. In this regard he advised that cover can be obtained by going direct to www.adrenalinetravelinsurance.co.uk

Insurance for Non-BAB members attending BAB / Association Events

In response to a question about PA cover for non-BAB members attending BAB/Association events, the following response has been given by PS:

There are 3 points to consider.

- BAB members benefit from Public Liability cover and PA cover. PA cover provides a benefit in the event of an accident leading to an injury that is covered on the policy. There is no blame involved and it is the individual’s own policy that would react. If a participant at the event did not have PA insurance it would only be themselves that would **not** benefit in the event that they were injured.
- Then there is Public liability which is similar to the Coach PI cover in that this provides cover up to £5m for the policy holder if a claim was made against them and they were found to be negligent and caused injury to a 3rd person (a fellow competitor) or their property.
- At any “Event” the BAB (and its Associations) should ensure that all participants have **adequate 3rd party liability insurance cover** to take part in the event. If an incident occurred involving a non-BAB member and that member was not adequately insured it is likely that an action could be brought against the organiser of the event and if the organiser had not taken measures to ensure that all participants had cover the policy may NOT react.

Chairman’s After Meeting Note: As Chairman and a Trustee of the BAB, I am duty bound to take all necessary steps to protect the BAB and its Associations from possible costly litigation which might arise from (for example) injuries during training events. In this regard, I cannot ignore the point made by our Insurance Brokers in the last bullet point above. As ever, having asked the question, the detail on insurance cover is always in the small print which I have now had pointed out to me. Therefore, whilst I accept that a non-BAB student may (I repeat, may) have similar Personal Accident insurance cover through another insurance company or broker, as a "belt and braces" on insurance cover for the BAB, its Members and their Clubs – and for administrative convenience regarding our duty of care to participants – the BAB **will** require all non-BAB students attending BAB or Association Events (an example being Doshu's Seminar this year) to be covered through our own PA insurance policy with Perkins Slade.

ACTION: All Members

BAB Insurance Guidelines Document – Amendment

M Sheridan (ARF) pointed out that the BAB Insurance Guidelines document needed amendment in respect of paras 7.1.2 and 10.3.1 which state erroneously that PI cover includes the PA element of student membership. PS advise that this is an over-simplification of the relationship of the 2 elements of cover and state that PI cover is an extension of the member’s Civil Liability and Personal Accident insurance rather than a separate policy; that is to say,

whilst both policies cover Civil Liability, the member's "personal accident"/injury claims element is not included in PI. Hence Coaches will always need PI in addition to PA cover. The Insurance guidelines will be amended to correct this information.

ACTION: Executive Committee

Attendance of Perkins Slade at the next GM

David Fieldhouse will attend the next GM (15 May) to clarify policy information or answer insurance queries from Members. In this regard, it would be helpful to PS if any questions could be notified – to the Chairman – at least 2 weeks in advance of the AGM/GM.

ACTION: All Members

8. COACHING MATTERS

F. Burlingham reported that Coach Level 3 is still under review but very near to completion. One of the holdups is that two of the CL3 course units are no longer run by scUK so these will be replaced by one course unit called 'Event Planning and Delivery' and this course unit will have a trial run later this year. The new list of the CL3 course units is as follows:

Equity	Coaching Disabled People
Mentoring Coaches	Planning for Success
Event Planning and Delivery	One day assessment

It is known that there are some coaching inaccuracies on the BAB website and these will be corrected as soon as CL3 has been finalised

There was a request to run another Association Tutor course but at the moment there is little demand from other Member Associations

The Chairman asked, once again, about progress on Association Coach Tutors being renamed or rebadged as "BAB" Coach Tutors. The Coaching Development Officer said he was still working on this but hoped to be able to present a solution at the next Executive Meeting.

ACTION: CDO / Executive Committee

9. AIKIDO IN SCHOOLS – PRESENTATION

Phillip Benge (United Traditional Aikido) gave a presentation on teaching Aikido in Schools. He had now been doing this for 3 years and whilst initial set-up and take-up was slow he had now established a successful relationship with a number of Schools in the Weston-s-Mare area; and the rewards as it relates to improvements in student behaviour during the school day were being recognised by Heads of Schools and their teaching staff.

His classes last for about 1-1½ hours duration and he has devised an interesting curriculum to keep the pupils interest. His full slide presentation outlining how he persuades Schools to "give it a go" and the sorts of training programmes he follows for differing age ranges is to be made available to Members. Club Coaches interested in following up on this are invited to contact sensei@unitedtraditionalaikido.org.uk for any further information they may require.

This was an impressive and well-received presentation and Member representatives present were quick and eager to show their appreciation. Well done, Phil.

10. NATIONAL COURSE 2010

The Vice-Chairman advised that he had visited a venue recently in Dartford, but this was not suitable as it did not meet all the usual criteria. Brunel University, however, proved to be very helpful in meeting the Board's requirements for a training date and venue facilities; this year's seminar will therefore be held there on **Saturday, 9 October**. The necessity for additional tatami above that provided by the University will be resolved by a loan of mats from the Kai Shin Kai and, if necessary, professional hire from an established supplier.

An Instructor list is being prepared and nominations from Associations to teach should be notified to kholland@hotmail.com preferably before the AGM on 15 May.

11. WEBSITE MATTERS AND PRESENTATION

The Webmaster gave a presentation slideshow on the various menu pages and how to use – and make the best use of – the website information package. He advised that work on the website is on-going, with further improvements being made all the time. As a reminder the BAB's website is www.bab.org.uk

Given the improvements that have been made to the website over the past 18 months, this presentation was both timely and appropriate – and also well-received by the Member representatives present. Well done, Steve.

12. AIKIDO DEVELOPMENT PLAN – UPDATE

K. Holland advised that he had recently circulated a letter to Members which, through e-mail had been disseminated down to Club level, seeking volunteers and outlining the job descriptions for the following BAB posts:

Media Officer	Equality and Equity Officer
Legal Officer	Volunteer Officer

These are all appointed posts which may require attendance at Executive meetings, as and when necessary. The Vice-Chairman indicated that he had already received promising expressions of interest for the media and legal officer posts; these would be discussed at the next Exec Meeting.

ACTION: Vice-Chairman

13. JAC UK PROPOSAL RE PROPORTIONAL VOTING FOR MEMBERS

Gordon Jones (UK Aikikai) explained to the meeting the proposal from the JAC UK group (Joint Aikikai Council) that the current voting system at meetings was unfair, and that a form of proportional representation should be considered based on the “membership” size of Association eligible to vote. The specific proposal of 1 vote for each 100 members in an Association was seconded by the BAA but not carried at vote.

Prior to the vote there was a great deal of discussion on the merits or otherwise for a change in voting rights. After the vote, there was a general feeling that the matter should be explored further and the Vice-Chairman agreed to present a table of options for discussion at the next Executive Committee meeting, with the object of presenting recommendations to the next GM.

ACTION: Vice-Chairman

14. ANY OTHER BUSINESS

There were no AOB items from Members. The Chairman then reminded the Meeting that the post of Vice-Chairman was due to election/re-election at AGM, together with a need to elect 2 Heads of Association for attendance at Executive Meetings in the year to the next AGM.

15. DATE OF NEXT MEETING

15 May 2010 – AGM followed by GM