

## BRITISH AIKIDO BOARD

### MINUTES OF GENERAL MEETING, held on Saturday 17 November 2007 at Solihull Football Club, Solihull

<b>PRESENT:</b>	V. Sumpter	Chairman
	K. Holland	Vice-Chairman
	P. Cooke	Finance Officer
	Mrs S D Timms	Secretary
	Miss L Hepden	B.A.A.
	P. Holding	B.A.A.
	S. Ells	A.R.F.
	G. Batchelor	Tenchi Ryu North
	W. Batchelor	Tenchi Ryu North
	Mrs S Ward	Tenchi Ryu South
	B. Stockwell	Tenchi Ryu South
	D. Bath	British Aikikai
	B. Burrows	Shun Poo Kan
	A. Roberts	U.K.A.
	M. Saunders	Welsh Aikido Society
	M. Bent	Welsh Aikido Society
	S. Goodman	Aikido Fellowship
	W. Harris	Kai Shin Kai
	G. Cooke	Yama Arashi UK
	C. McDowell	Kobayashi UK
	J. Mills	Kobayashi UK
	S. Billett	Aikido Dev Society
	Mrs S. Baird	Lancashire Aikikai
	A. Baird	Lancashire Aikikai
	P. Crowson	Kolesinkov School
	Miss C Mann	Kolesinkov Schol
	Rob Ward	Aikido Circle
	F. Burlingham	Institute of Aikido
	A. Yates	B.A.Y.
	T. Bayliss	Seijitsu Aikido Ryu
<b>IN ATTENDANCE</b>	John Eady	KKP
	Miss Kelly Parkynn	KKP

#### APOLOGIES FOR ABSENCE

Apologies for absence were received from: D. Yates (BAF) P. Burgess (Ki Society), K. De-loyde (Iwama Ryu) G. Masters (Ken Shin Kai) Marill Poole (UK Shinwakai), P. Mitton (Furu Ryu), Q. Cooke (Aikido for Daily Life), J. Marchant (Shin Gi Tai)

**There were no apologies for absence received from:** Kobukan Aikido Assoc  
Devon Aikido Assoc, Isshinkai Aikido, NAF, Shubo Aikido GB, UKAF

## 1. KKP GOVERNANCE REVIEW – PHASE ONE REPORT

The Chairman opened the meeting by inviting Miss Kelly Parkynn of KKP to present an overview of the findings which would be in her Phase one governance review report of the BAB, which she had prepared following interviews with the Board's Executive officers, some Members, and particularly from the Members views expressed at the Members' workshops of 22 Sep. KKP summarised the main points as follows:

### Where we are now:

- Lack of clarity about the role of the BAB.
- Governance structure does not utilise the skills of the people in the different Associations.
- Lack of commitment of Members.
- BAB not inclusive or receptive to the introduction of Members.
- Low profile of the BAB and aikido as a sport/martial art.
- Lack of quality control of coaching and recognition of procedures within BAB.
- Lack of volunteer development.
- Lack of understanding of coach education procedures.
- Poor/limited communication internally and externally.
- Lack of accessibility of facilities.
- Lack of knowledge of funding mechanisms and procedures.

### What we are looking for 5 years from now

- More robust governance structure.
- Governance structure that makes full use of the skills of its Membership.
- Inclusive membership process.
- Sophisticated, relevant and comprehensive coach education process.
- Increased profile of aikido and the BAB.
- Procedures to support and develop the volunteer network.
- More effective communication across the aikido infrastructure.

The full report from KKP is expected shortly and, when received, will be e-mailed to Members for digestion; it is hoped to also download it to the website. The follow-up process will concentrate on how to take these outcomes forward and benefit from the governance consultancy process. The next steps are for the Executive to meet and discuss the recommendations, followed by a further workshop on the outcomes when Members will once again have the opportunity to comment on the way forward.

**Initial Action: Executive Committee Members**

**For the report to be e-mailed to Members it is imperative that Members notify the Secretary of an Association e-mail receiving address.** This should be done by sending an e-mail from the receiving address. This avoids corruption in filing e-mail addresses.

The Chairman then proposed a vote of thanks to Kelly for the work she had undertaken. This was passed unanimously.

## 2. MINUTES OF GENERAL MEETING OF 12 MAY 2007 AND MATTERS ARISING

The Chairman reviewed the Minutes of General Meeting of 12 May 2007. All items requiring follow-up were noted as Agenda items for discussion today.

The Chairman was then authorised to sign the minutes as a true record of that meeting.

## 3. MINUTES OF EXECUTIVE MEETINGS OF 14 JULY AND 20 OCTOBER 2007 AND MATTERS ARISING

The Chairman reviewed the Minutes of Executive Meetings of 14 Jul and 20 Oct 2007. All items requiring follow-up were noted as Agenda items for discussion today.

**Item 7 – Insurance.** The Chairman reported that he had had an assurance from David Fieldhouse of Perkins Slade that the BAB is given a preferential rate of PI/PA cover to that offered to non-BAB aikido groups.

**Item 11 – Child Protection.** The Secretary reported that “u-18 reminder” stickers were on order for the monthly PA registration returns.

**Action: Secretary**

## 4. NATIONAL COURSES 2007/2008

K. Holland tabled a full report (circulated with the Agenda for the Meeting) on the National Course 2007 which was held at Bisham Abbey, and from the positive response received the Course was a success. He noted that a small profit had been made and a number of requests for next year's course (2008) to be held again at Bisham Abbey.

It was agreed that at least another 65 mats would be required to maximise space and enable more students to participate safely; the offer from Kai Shin Kai to provide the extra mats for 2008 was accepted.

**Action: Kai Shin Kai**

The Chairman stated that there was no plan to include under 18's next year. However, K. Holland then mentioned that in due course consideration might be given to running a National Course for Juniors and, in connection with this, he had noted that Birinkai were planning a Junior Course next year; he had therefore asked them to give him feedback on the event.

Nominations from Members to be considered for teaching at the 2008 course should be submitted to the Secretary by mid January 2008 at the latest. Instructors would be required to have PI insurance and, in the event that u-18s are allowed on the tatami, have been CRB checked via the BAB.

**Action: All Members**

## 5. BINGOLOTTO

The Chairman explained why the Board had signed up to BingoLotto and asked the Members if there were any questions they wished to raise in respect of the report

(circulated with the Exec Minutes of Oct 07) raised as a result of his attendance with the Secretary at a CCPR seminar to promote the introduction of BingoLotto. The Board welcomed the initiative.

## 6. WEBSITE REVIEW

The Chairman stated that John Burn has resigned his position as the Board's webmaster. P. Cooke reported that Steve Billett was standing in temporarily and that matters were in hand to recruit a new Webmaster on a professional basis.

P. Cooke stated that he had applied for £6000 in the recent grant application to CCPR (*see Agenda Item 6 – Finance, below*), but if this was not forthcoming the Board agreed that the necessary funds should be met from BAB reserves. The Members agreed the expenditure if other funding was not forthcoming.

## 7. FINANCE REPORT

P. Cooke reported that the BAB finances were stable. He had made a grant application to CCPR for £9000 to cover a second phase of BAB governance consultancy through KKP, £6000 for the Website and £14,500 for Child Protection. Barring unforeseen problems, it was hoped that the grant application would be successful.

## 8. MEMBERSHIP

The application for membership by Rising Sun Aikido, now re-named as United Traditional Aikido (UTA), which was deferred on a veto by NAF at the last meeting, was represented by the Vice-Chairman. He reassured the Members that all the concerns raised by the NAF had been fully investigated and the Executive were satisfied that all the issues had been resolved. The Vice-Chairman therefore recommended that this application be accepted by the Members. Acceptance proposed by G. Cooke and seconded by B. Stockwell and passed unanimously. The Secretary to write to P Bengé notifying him of UTA's acceptance as a probationary Member.

**Action: Secretary**

T. Bayliss brought forward the application for membership by the Shudokan Institute of Aikido. All documentation had been received but he asked for more time to consider all the paperwork. There was no objection and T. Bayliss was requested to process their application with the Executive Committee empowered to take a decision on offering probationary membership to the Shudokan Institute of Aikido when the relevant constitutional membership requirements had been met. The Secretary informed the meeting that this Association was once a founder member of the BAB.

**Action: Membership Officer & Exec**

## 9. COACHING

F. Burlingham reported that the recent Coach Tutor weekend was successful with all participants passing the required units.

Coach Level 1 is to be updated and this will be brought forward in the New Year.

## 10. INSURANCE

**Professional Instructors.** The Secretary has compiled a list of 10 Instructors who teach professionally and these will be advised to Perkins Slade.

**Review of outstanding PI Insurance cover.** The Chairman apprised the Members of the fact that as a result of a number of letters the Secretary had sent to the NAF seeking clarification of their PI applications vis-à-vis possible instructors, and these letters being ignored, he (the Chairman) had written to Mr Narey and to Mr Murphy of the NAF, by recorded delivery, asking for confirmation that Instructors in the NAF currently teaching were covered by PI insurance. The letter was sent on 24 Oct and a reply to the Secretary sought by 17 Nov. However, to date, there had been no reply.

It was pointed out that there could be a financial implication for the Board and its Members if an uninsured instructor was involved in an accident. The Members agreed that further efforts by the Chairman be made to secure some resolution to this matter, failing which the Members agreed that it would be necessary to consider a disciplinary hearing under the Constitution which could result in suspension of the NAF from Membership.

**Action: Chairman**

## 11. CHILD PROTECTION

Sue Ward made a short statement updating the Members on CP indicating that a fuller report would be provided to accompany the Minutes of the Meeting; this report is now attached.

## 12. CLUBMARK

The Chairman reported that B. Stockwell had been appointed as the Board's ClubMark Officer, attending Executive meetings by invitation when necessary.

B. Stockwell stated that for Associations showing interest in ClubMark, their information will be put on the website. He also explained the benefits of clubs being ClubMarked. An information/action sheet on ClubMark is attached to these Minutes.

## 13 ANY OTHER BUSINESS

**Home Office Border Regulations.** The Secretary circulated prior to the meeting information from CCPR regarding controlled migration together with a report from the Home office outlining the proposed Border regulations. Associations who invite non-EU citizens to the UK to attend International events will have to complete a nomination form; the form will be sent to the Secretary to enable her to apply for a licence. Piers Cooke expressed the view that this measure was unlikely to affect Members as most visiting Senseis from abroad travelled to the UK on a holiday visa and were not here to attend an "International" function. The Chairman voiced the opinion that the only "International" event he could think of would be if the British Aikido Association once again hosted the Tomiki world championships. Further details on the Home Office provisions will be circulated when these are received.

**Reporting of Accidents.** The Chairman pointed out that there are two new forms for reporting incidents/accidents:

- The Perkins Slade Incident notification advice form (to be completed by the Club Sensei at the time of the incident), and
- The Accident claim form (to be completed by the injured party)/

These forms should be sent to the BAB Secretary for registering the incident/accident with Perkins Slade (our insurance brokers). The forms will be available on the website but, pending their downloading, copies are attached to these Minutes.

**Action: All Members**

**Resignation of DPO.** Dominic Foster, the BAB Data Protection Officer has offered his resignation, and this was accepted with much regret. It was agreed that Dominic had done a very valuable and often thankless job for the Board in this role. A vote of thanks was proposed for all his hard work over the years; this was unanimously endorsed by the Members.

#### **14. DATE OF NEXT MEETING**

A Members' workshop with KKP will be arranged in February 2008.

Date of the next general meeting is 10 May 2008, which is also the AGM.

#### **Attachments:**

1. Lead CPO report.
2. ClubMark Action sheet.
3. New BAB Incident Notification Form.
4. New Personal Accident Claim Form.

## **LEAD CPO'S REPORT – BAB GENERAL MEETING 17 NOV 07**

Since the last meeting I have attended a number of CPSU training days and workshops – with 1 more to come before year end. A key course for me was a 2 day one in Cardiff covering Case Management and Risk Assessment in recruitment. More recently 2 reps from the BAA attended with me on a workshop day looking at support and training issues across NGBs and CSPs.

I am always looking for willing volunteers to help with our CP work so if you would like to get involved then please do let me know. I would love to hear from anyone who'd like to get involved with the Case Management Group. Perhaps you could circulate this within your membership.

### **1. Insurance returns**

Just a reminder that the Junior category on the monthly return to Shirley refers to any student under the age of 18. (This may not be the same as the definition you use in your Assn for a Junior member.) Shirley is hoping to clarify this on the paperwork in future. But for now please can you pass this message on to the appropriate person in your Assn so that we can start to gather accurate statistics about our under 18 membership. This recording requirement is also stipulated by our insurers.

### **2. CRB checks and Instructors coaching under 18s**

Please remember that instructors working with under 18s must have a CRB check underway or in place in order to obtain PI insurance in March 2008.

Other people in your Assn will also need checking (there are regulations governing those who can be CRB checked). In most Associations this will include: Association Heads, Association management/exec posts, Coach tutors, CPOs and CWOs, instructors and class helpers.

If you require any clarification then please see your CPO or contact me.

### **3. CPO Conference 2008**

We hope to join forces with Wesport for our next conference. I have put forward a proposal for a generic CP event which will also allow us (the BAB) to undertake our own specific business on the day. The provisional date for this is either the 8<sup>th</sup> or 9<sup>th</sup> March.

### **4. Coaching and integration with CP**

Following the Coach Tutor meeting on the 10<sup>th</sup> November it was agreed that the CP content of CL1 would be revised. The tutors felt it important to keep some CP content within CL1 – but there was also a general consensus that there should be more detail, clarity and support in terms of what should be delivered.

The plan is that Frank will produce a very prescriptive module with the appropriate supporting resources. I will then take this to CPSU for validation (there may be a fee for this). Frank has agreed to work towards this by the end of Jan 2008.

In closing I would like to thank all Members and members for embracing CP in such a positive way. I know it can sometimes appear a bit of an uphill struggle and I really do appreciate the way you have all come on board. We are making great progress in our policies and procedures not only to safeguard children but also to positively include and welcome the contribution they can make to the development of aikido. As ever, if you need any help or support then please do get in touch.

Sue Ward  
Lead CPO



It's open to clubs which offer classes for under 16 year olds. If your club is for 16+ and adults only then you cannot do Clubmark

Clubmark is a quality 'kite mark' from Sport England which recognises the way you run your club and the standards to which you operate. It is run for Sport England by a company called KKP. The BAB is licensed by KKP to deliver Clubmark; Brian Stockwell is the Clubmark Officer.

The 5 areas which are looked at in the accreditation process are:

**1. The playing programme (i.e. aikido sessions)**

*Club coaching sessions  
Competitive structures (only applicable to some clubs)  
Coaching staff  
Club venues*

**2. Duty of care and safeguarding and protecting children**

*Safeguarding, protecting & promoting the welfare of children  
Codes of conduct for coaches, officials and volunteers  
First aid  
Emergency procedures/ reporting incidents and accidents  
Keeping records; attendance and medical registers*

**3. Sports equity and ethics**

*Sports equity  
Club constitution  
Code of conduct for parents/carers  
Code of conduct for junior members*

**4. Club management**

*Insurance  
National governing body affiliation  
Communicating with parents/carers  
Developing a membership category for young people  
Club links  
Action planning*

**Good practice – volunteers (NOT ASSESSED)**

*Volunteer management  
Volunteer agreements  
Information packs*

Every club must produce its own portfolio. If there are 3 clubs in your Association wanting to work towards Clubmark you must produce 3 separate portfolios. You cannot cross-reference – each portfolio must be 'standalone'.

Accreditation lasts for 3 years (at the end of years 1 and 2 you have to undergo an annual healthcheck to ensure your standards are still in line with Clubmark).

Most clubs will already have the majority of evidence required for the 4 assessment areas shown. It's just a question of pulling it all together and maybe producing a few reports.

The award is at individual club level and you have to produce a portfolio of evidence to support all the areas shown 1-4 above. There are resource documents available to help you do this. Your portfolio is then assessed and your club is visited.

***I'm interested ....What do I do?***

1. Contact Brian Stockwell ([brianstockwell@bigfoot.com](mailto:brianstockwell@bigfoot.com)) 07973 345174
2. Register and pay £25 *per club*.
3. Documents will be emailed (or you can download them when the BAB web site is sorted out) You will then get support to complete your portfolio.
4. Once your portfolio is complete it is assessed and then you will have a club visit
5. If all is in order you will be accredited and receive a Clubmark Certificate.
- 6.

**N.B. KKP undertakes external verification sampling for all clubs gaining the award to ensure that the BAB Assessors are meeting the standards required.**



perkins slade  
3 Broadway  
Broad Street  
Birmingham B15 1BQ  
Tel: 0121 698 8000  
Fax: 0121 625 9000  
E-mail: [info@perkins-slade.com](mailto:info@perkins-slade.com)

**INCIDENT NOTIFICATION ADVICE FORM**

CARE SHOULD BE TAKEN TO INCLUDE AS DETAILED AN ANSWER AS POSSIBLE TO ALL QUESTIONS

**Insured Member**

Full Name  Daytime Tel No

Home address   
Post Code

BAB Ins Cert No   
Date Valid from   
Date Valid to

Name of Association (in full)

Please advise if you are a member of any other Association. If so, quote full name

**Accident/Incident**

Date of accident  Time of the accident

Place

How did the accident happen? Describe the circumstances.

**Details of Injured Person(s)**

Name  Age  Occupation

Home address:   
Tel No:

**Details of Injury**

**Details of Property Damage**

Name	Address
Tel No	
<b>Full Details of Damage</b>	

Has blame been "apportioned?" YES  NO

If "YES" state by whom and in what circumstances:

In your view, who is responsible for the incident?

Please outline any implied or actual threat of legal action arising out of the incident:

**WITNESSES** (if available): Give name, address and tel no

1.	2.	3.

Any additional information / comment / opinion (in confidence):

Signature	Name		Position/ Appointment In Club / Association	
	Date			

**DECLARATION TO BE COMPLETED BY CLUB / ASSOCIATION OFFICIAL**

Name	Address
Tel No	
<b>Position in Club &amp; Association:</b>	

Is the claimant a current Club or Association Member? YES  NO

Did the accident take place whilst participating in insured activity? YES  NO

Do you confirm all the above information is correct to the best of your knowledge? YES  NO

If any answers are stated as "NO", please explain:

Signature	Date

**This form to be sent to the British Aikido Board Secretary:** Mrs Shirley Timms, 6 Halkingcroft, Langley, Slough SL3 7AT (tel: 01753 577878) (fax: 01753 577331) who is then to send the form by recorded delivery to:

**Perkins Slade, 3 Broadway, Broad St, Birmingham, B15 1BQ**  
(Tel: 0121 698 8000) (Fax: 0121 625 9000) (E-mail: [info@perkins-slade.com](mailto:info@perkins-slade.com))

**B A B P E R S O N A L A C C I D E N T C L A I M F O R M**

**NOTES TO ASSIST YOU:**

1. If a claimant is unable to claim personally, the claim form may be completed on his/her behalf.
2. To comply with the insurance policy conditions, this form **must** be submitted **within 21 days** of the accident.
3. The claim **must**:
  - a. Show your current BAB Insurance Certificate No.
  - b. Be countersigned by the Instructor in charge of the training session at the time of the incident.
  - c. Be sent by recorded delivery post to your Governing Body's Claims Officer, who is:  
Mrs Shirley Timms, 6 Halkingcroft, Langley, Slough SL3 7AT  
(tel: 01753 577878) (fax: 01753 577331)
4. The BAB Claims Officer will forward the claim form to the insurers, Perkins Slade, for their action. Once the claim is received by Perkins Slade they will deal directly with you on any further action required in processing the claim; this may include the requirement for you to provide – **at your own expense** – medical certificates from a doctor or hospital.

BAB Ins Cert No	<input type="text"/>	Date of Issue	<input type="text"/>	Name of Association	<input type="text"/>
Name of Instructor in charge at the time of the incident		<input type="text"/>			
Your Full Name	<input type="text"/>			Date of Birth	<input type="text"/>
Your Home address	Home Tel No		<input type="text"/>		
	Work Tel No		<input type="text"/>		
Post Code	E-mail address		<input type="text"/>		

**Details of the Accident**

Date of accident	<input type="text"/>	Time of the accident	<input type="text"/>
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Where did it occur?

How did the accident happen? Describe precisely what you were doing at the time.  
For statistical purposes it is important that you give the fullest details.

What are your injuries?

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Have you ever suffered a similar injury before? (tick box)

YES

NO

If "YES" please give details:

--

Give names and addresses of any witnesses:

1.	2.	3.
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### D E C L A R A T I O N

**C L A I M A N T :** I declare that these particulars are true in every respect.

Signature of Claimant

Date

**I N S T R U C T O R :** I declare that this accident occurred as stated.

Signature of Instructor

Date

**G O V E R N I N G B O D Y :** I declare that these particulars are true in every respect.

Signature of Governing  
Body  
(Secretary BAB)

Date

British Aikido Board Secretary to send this form by recorded delivery to:

**Perkins Slade, 3 Broadway, Broad St, Birmingham, B15 1BQ**