



THE CONSTITUTION

(as revised at AGM – May 2010)
(and further amended at GM – November 2011, & at AGM 2012)

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BRITISH AIKIDO BOARD

PREFACE

The British Aikido Board is an unincorporated Association.
Its Members are each contractually obliged to adhere to
'The Constitution' as set out hereunder

Authentication:

(original to be signed by the Chairman)

Date: 15th May 2010

Amendments since 15th May 2010

Appendix 2, clause 11, amended at GM – November 2011

Clause 4.3.2, amended at AGM – May 2012

Appendix 4, clause 7, amended at AGM – May 2012

Appendix 4, clauses 33-37, added at AGM – May 2012-05-27

CONTENTS

<i>Clause</i>	<i>Subject</i>	<i>Page Number</i>
1	Title	1
2	Aims and Objectives	1
3	Operating Principles	2
4	Membership	2 and Appendix 1
5	The Executive Committee	3 and Appendix 2
6	Election of Officers of the Board	3 and Appendix 3
7	General Meetings (including Standing Orders & Rules of Debate)	3 and Appendix 4
8	Code of Conduct	3
9	Finance	4
10	Insurance	4
11	Disciplinary & Appeals Procedures	5 and Appendix 5
12	Child Safeguarding & Protection	5 and Appendix 6
13	Coaching	5 and Appendix 7
14	Doping Regulations	5
15	Risk Management & Assessment (Health & Safety)	5
16	Equality & Equity in Sport	5
17	Clubmark	6
18.1	Information Security (Data Protection)	6 and Appendix 8
18.2	Information Security - The Website	

APPENDICES

1	Applications for Membership of the Board	7
2	The Executive Committee	8
3	Election of Officers of the Board	10
4	General Meetings (including Standing Orders & Rules of Debate)	11
5	Disciplinary Procedures	15
6	Child Protection – Case Management Procedures	17
7	Coaching	19
8	Information Security (Data Protection)	20



BRITISH AIKIDO BOARD

THE CONSTITUTION

1 TITLE

- 1.1 The title of the organisation shall be the British Aikido Board, hereinafter referred to as the Board.
- 1.2 All Aikido Groups and Associations accepted into membership of the Board shall hereinafter be referred to as Members.
- 1.3 Individuals are persons who are Officers of the Board or members of a Member Association.
- 1.4 Clubs shall be organisations or classes operating under or directly affiliated to a Member.
- 1.5 Aikido shall be deemed to refer to the Japanese Martial Art related to that founded by or derived from Morihei Ueshiba (O-Sensei).

2 AIMS AND OBJECTIVES

- 2.1 To represent organisations practicing Aikido in the United Kingdom.
- 2.2 To promote and regulate Aikido in the United Kingdom by the bringing together of Aikido Associations within the United Kingdom sharing a common aim in the further development of all types of Aikido, whilst recognising and maintaining the autonomy of its Members as recognised by the Board.
- 2.3 To act as the official governing body for Aikido in the United Kingdom and be recognised as such by all appropriate bodies and organisations.
- 2.4 To develop policies and guidance for Members appropriate to any relevant legislation which affects the mandate of the Board as a National Governing Body.
- 2.5 To liaise with other bodies concerned with martial arts, sport and other related areas, including central/local government and the media, as shall be deemed appropriate to the interests of Aikido and/or the Board.
- 2.6 To develop, administer and organise a programme for the “coach” training and registration of Members’ Officers and their Aikido Instructors. (*see also Clause 3 below*)
- 2.7 To maintain a register of Members’ Clubs and their individual members (e.g: students, juniors and instructors) practicing or teaching Aikido. (*see also Clause 3.2 below*)
- 2.8 To administer and safeguard the assets and liabilities of the Board and to fund the activities of the Board primarily through membership subscriptions to ensure the Board’s viability and future growth. (*see also Clause 3 below*)



The Constitution

- 2.9 To raise awareness of the value of Aikido not only as a contributor towards healthy living, but also in the development of adults, young people and children without discrimination (see Clause 16.2 for elaboration).
- 2.10 To implement such other objectives and policies as are incidental or conducive to the development or furtherance of the aims of the Board and Aikido in general.

3 OPERATING PRINCIPLES

- 3.1 **Constitutional Changes.** To adopt such Constitutional changes as may be approved by the Board. Any alteration or amendments to the Constitution shall require a two-thirds majority vote of the Full Members present and voting at a properly convened General Meeting of the Board.
- 3.2 **Insurance.** To give access to insurance, as part of registration, for Members Officers, Coaches, Instructors and Students.
- 3.3 **Membership Fees.** The Board shall request such levies for financial contributions from individuals and/or Members as it shall deem necessary for the purpose of meeting the Board's **Aims and Objectives**.
- 3.4 **Other Income Generation.** The Board may seek grant aid and other funding from outside organisations, and may implement its own fund raising initiatives, so long as the conditions of funding shall not be in conflict with the Board's **Aims and Objectives**.
- 3.5 **Dissolution.** Upon dissolution of the Board, any funds or assets remaining after the Board's debts or liabilities have been satisfied shall be directed, as far as is possible, to its Members proportionately. The proportion for each Member to be defined as the number of individual members within an Association totalling current BAB registration certificates based on the total of returns held in the financial year prior to the meeting in which the dissolution is passed.
- 3.6 **The Interpretation Act 1978** (as amended) shall apply to this Constitution.

4 MEMBERSHIP

- 4.1 All **Applications for Membership of the Board.** All applications shall be treated equally and fairly, following the procedures laid down in **Appendix 1** to this Constitution.
- 4.2 Members are bound to abide by and conduct themselves according to the Constitution and its supplementary policies.
- 4.3 There shall be 3 categories of Member, namely:
 - 4.3.1 **Full.** Full Members shall be those Associations accepted by the Board, having a minimum of one hundred individual members at the time of the annual census, and meeting all other Constitutional requirements as defined by the Board.



- 4.3.2 **Associate.** Associate Members shall be those Associations accepted by the Board, as having a minimum of 50 members but less than 100 at the time of the annual census, and meeting all other Constitutional requirements as defined by the Board. For Associate Members already in membership (as at May 2012), the minimum requirement shall remain at 30 members.
- 4.3.3 **Probationary.** All newly introduced Member organisations, accepted by the Board, shall serve for 12 months in Probationary Membership. At the end of the 12-month probationary period they may be accepted by the Board into the appropriate level of Membership, subject to meeting all other Constitutional requirements.
- 4.4 Any category of Member may terminate their Membership of the Board upon written notice of their decision. Such notice shall be sent to the Board's Secretary. The resigning Member's membership shall cease without prejudice to the Board.
- 4.5 At a General Meeting the Board may expel any Member that has acted in contravention of this Constitution or who, in the opinion of the Board, is guilty of such conduct as has rendered it undesirable in the interests of the Board that the Member shall remain in Membership. A resolution for expulsion must be passed at a General Meeting by at least two thirds of those present and voting. No Member shall be expelled unless and until the Member has been given reasonable notice of the meeting at which the expulsion is to be voted upon and is afforded a proper opportunity of being heard at such meetings in their own defence.
- 4.6 Only those organisations that are fully comprised of BAB individual members shall be recognised as being "registered" with the BAB

5 THE EXECUTIVE COMMITTEE

- 5.1 The objectives of the Board shall be executed by the Executive Committee, which shall be elected in accordance with the policy set out in **Appendix 2** to this Constitution.

6 ELECTION OF OFFICERS OF THE BOARD

- 6.1 The election of officers of the Board shall be in accordance with the policy set out in **Appendix 3** to this Constitution.

7 GENERAL MEETINGS

- 7.1 General Meetings shall be conducted in accordance with the policy, standing orders and rules of debate set out in **Appendix 4** to this Constitution.

8 CODE OF CONDUCT

- 8.1 No Member shall by act or by omission bring the Board, or Aikido, into disrepute.



- 8.2 Members opening new clubs shall act with sensitivity and respect to other Aikido clubs existing in the immediate vicinity.
- 8.3 Officers of the Board or of Sub-Committees shall not be publicly criticised for their actions taken in the normal discharge of their duties. Any formal complaint shall be made in writing to the Board.
- 8.4 Members shall adhere to all policies passed or accepted by the Board.
- 8.5 Any Member contravening this Code of Conduct shall be in breach of the Board's Constitution and may be liable to disciplinary proceedings pursuant to it.

9 FINANCE

- 9.1 All monies raised by whatever methods in the name of the Board shall be paid into one of the official bank accounts, to be used by the Board in line with this Constitution.
- 9.2 No Member may enter into any agreement to borrow monies or otherwise incur debts or liabilities on behalf of or in the name of the Board without the express approval of the Executive Committee.
- 9.3 All Members shall make monthly returns to the Secretary with membership numbers together with the appropriate payment covering issued insurance certificates.
- 9.4 Members shall pay membership subscriptions as determined by the Board at AGM. Having due regard to the Board's running costs and inflation, the Executive Committee on the recommendation of the Finance Officer, will determine the level of membership subscriptions, for subsequent ratification by the Board.
- 9.5 Insurance costs will be passed directly to Members by the due date.
- 9.6 The Executive Committee shall cause to be kept proper and efficient accounts of the capital funds, receipts and expenditure of the Board.
- 9.7 The income and property of the Board shall be applied solely towards the promotion of the objectives of the Board. They shall not be used for the unilateral or promotional aims of individual Members.

10 INSURANCE

- 10.1 All 'actively teaching' Coaches/Instructors are required to hold current Professional Indemnity (PI) Insurance cover unless they have been registered as "Assist Only". All current individuals of Member Associations are required to hold Personal Accident (PA) insurance cover.
- 10.2 Detailed information on the Board's insurance policy and attendant Members' responsibilities and considerations is published separately in the Board's **Insurance Guidelines Handbook**.



11 DISCIPLINARY & APPEALS PROCEDURES

- 11.1 The policy for disciplinary and appeals procedures dealing with matters concerning the Board's Members and its elected or appointed Officers, with regard to matters relevant to the interests of Aikido and any contravention of the Board's published Constitution, is detailed in **Appendix 5** to this Constitution.

12 CHILD SAFEGUARDING & PROTECTION

- 12.1 Members shall abide by the Board's approved Child Safeguarding & Protection Policy, published separately as a free-standing document. In addition, the specific "Child Protection" Case Management procedures set out in **Appendix 6** to this Constitution will apply.

13 COACHING

- 13.1 The Board is committed to improving and promoting coaching through the training and development of all Members' Instructors. The Executive Committee shall recommend, for ratification at a General Meeting, the coach training system to be operated by the Board and its Members. The over-arching Coaching policy is set down in **Appendix 7** to this Constitution.

- 13.2 Additionally, comprehensive guidelines are published separately in the Board's **Coaching & Club Handbook**.

14 DOPING REGULATIONS

- 14.1 The Board will abide by the Anti-Doping Control Regulations as approved by Sport England. These regulations will be mandatory for all Members who undertake Aikido as a competitive sporting activity.
- 14.2 The list of banned classes of substances, which is in force at any given time, shall be that used by the International Olympic Committee's Medical Commission.

15 RISK MANAGEMENT & ASSESSMENT (HEALTH & SAFETY)

- 15.1 The Board is committed to, **and will publish** a Risk Management policy which ensures that Aikido practice within the dojo is conducted in a safe environment and complies with Government Health & Safety Regulations. **NB: This document is still in Draft**

16 EQUALITY & EQUITY IN SPORT

- 16.1 The Board endorses and fully supports the sentiment of the statement made within the Council of Europe Charter which states that:

Sport is the inalienable right of every person and should be kept free of any kind of discrimination on the grounds of religion, race, gender, age, political or social status, or disability.



- 16.2 Subject to the practical constraints of health and safety, the Board has a desire and a duty to provide services fairly and without discrimination. The Board is fully committed to the principles of equality of opportunity and will devote energy and resources to the achievement of this aim. The BAB is responsible for ensuring that no participant, volunteer, or member of an Association receives less favourable treatment on the grounds of age, gender, disability, ethnic origin, race, colour, parental or marital status, social or class background, nationality, sexual preference, or religious or political belief.
- 16.3 Detailed information on the Board's and Members' responsibilities and attendant considerations in respect of Equality and Equity in Sport, and thus in Aikido, is published separately in the Board's **Equality Policy**.

17 CLUBMARK

- 17.1 The Board endorses and fully supports the aims of Clubmark as a means of achieving and demonstrating "best practice" in Aikido training and coaching.

18 INFORMATION SECURITY (DATA PROTECTION) & THE WEBSITE)

- 18.1 **Data Protection.** The Board is to comply with the Data Protection Act 1988 and any amendments thereof. All Members are responsible for the effective implementation and policing of data handling to comply with the Act. The Board's policy is set out in **Appendix 8** to this Constitution. Supplementary information and guidance is contained in the Board's **Information Security Policy**, published separately.
- 18.2 **The Website.** The Board's website www.bab.org.uk shall be operated in compliance with the Data Protection Act 1988. Website Policies covering **Privacy, Terms and Conditions of Use, and Using the Website Forum** are published in a separate document.

APPENDICES:

- 1 Applications for Membership of the Board
- 2 The Executive Committee
- 3 Election of Officers of the Board
- 4 General Meetings (including Standing Orders & Rules of Debate)
5. Disciplinary Procedures
- 6 Child Protection – Case Management Procedures
- 7 Coaching
- 8 Information Security (Data Protection)



APPENDIX 1

APPLICATIONS FOR MEMBERSHIP OF THE BOARD

- 1 Formal requests for Membership of the Board shall be referred to the Membership Officer, who is to provide the applicant with the appropriate application forms and full details of the Board's requirements for membership.
- 5 Upon receipt of the completed application, the Membership Sub-Committee shall consider the Applicant and the information provided and may undertake a visit(s) to ascertain further information relating to the applicant's modus operandi.
 - 5.1 On completion of the Sub-Committee's investigation, the Membership Officer shall submit their formal recommendation to the Executive Committee, who are empowered to give the initial approval on an application on behalf of the Board.
 - 5.2 Details of applications approved by the Executive Committee shall then be posted to all Full Members, who shall have 7 days in which to exercise their right to request a veto (as set out in **Appendix 4**).
 - 5.3 Where no objection is received the Membership Officer shall then, in writing, inform the Applicant of the Board's decision to approve their appointment as a Probationary Member.
 - 5.4 The Board's decision relating to applications for membership from new groups shall be final.



APPENDIX 2

THE EXECUTIVE COMMITTEE

- 1 Executive Committee Meetings shall be held at least 3 times a year.
- 2 If the Chairman is not present within 15 minutes after the time at which the meeting is due to start, the Vice-Chairman shall take the chair.
- 3 A quorum for any Executive Committee Meeting shall be at least 4 of the total number of Elected Officers. In the event of a meeting not being quorate, a note of the meeting and its recommendations shall be submitted to the next meeting for ratification.
- 4 The members of the Executive Committee shall be:
 - 4.1 **Elected Officers**, who are the **Trustees of the Board** and shall hold their office for a 3-year term, in rotation. They shall have independent voting rights at Executive Meetings; they are:
 - Chairman
 - Vice-Chairman
 - Secretary
 - Finance Officer
 - 4 x General Members
 - 4.2 **Elected Principals/Heads of Association**, two of whom shall be elected at AGM to serve for one year terms in rotation with other Principals/Heads of Association. They shall have independent voting rights at Executive Meetings.
 - 4.3 In addition the Executive Committee shall be supported by **Appointed Officers**, who shall be individuals appointed by the Board to fulfil roles where the skills required are either specialised or short-term, and where it would not be in the best interest of the Board to have to elect them for a fixed 3-year period. Appointed Officers attend Executive Meetings on an “as required” basis, but shall have no voting rights. They shall fulfil their role until their services are no longer required by the Board and/or Trustees, or the individual wishes to relinquish the appointment. The Examples of appointed officers listed below are neither definitive nor exhaustive:
 - Coaching Development Officer
 - Coaching Administration Officer
 - Child Safeguarding & Protection Officer
 - Membership Officer
 - Clubmark Officer
 - Media Officer
 - Legal Officer
 - Equality Officer
 - Volunteer Officer
 - Webmaster



The Constitution

- 5 An **Elected Officer** may also fulfil a specialist appointed officer role where this would not conflict with his/her elected officer duties.
- 6 The Committee may co-opt, as required, individuals, with specialist knowledge or skills; they will be non-voting members when attending meetings.
- 7 The Executive Committee shall be empowered to elect or co-opt individuals to form sub-committees. Such sub-committees shall implement Board/Executive Committee policy and deal with the day-to-day running and organisation of their specified areas of responsibility. The Chairman and Vice-Chairman shall be ex-officio members of all sub-committees with the remit that each or both may attend such Committees whenever it is deemed necessary or appropriate.
- 8 The Trustees, at their discretion and after seeking appropriate and independent advice, shall be empowered to invest the Board's monies to the benefit of the Board.
- 9 At least 7 days notice, of the date, venue and agenda of meetings shall be given, in writing, to all members of the Executive Committee.
- 10 Minutes of Executive Committee meetings shall be circulated to Members of the Board, via their nominated representative(s).
- 11 In an emergency, or where a matter will not reasonably wait until the next ordinary meeting of the Executive Committee or General Meeting, the Chairman – with the concurrence of the majority of the Trustees – may take such action as he/she deems necessary in the best interests of the Board. Such action shall be reported to the next Executive Committee or General Meeting, whichever is the sooner.
- 11.1 In seeking to obtain the concurrence of the majority of other Trustees the Chairman must, prior to taking any action, notify all Trustees, by e mail, of the intended action, giving them 48 hours, to submit their response, also by e mail.
- 11.2 At the end of this consultation period, the Chairman is authorised to take appropriate action based on the majority view of the responses received. In the event of a majority view not being received, either for or against the proposal, the Chairman is authorised to make the final decision.
- 12 an emergency, or where a matter will not reasonably wait until the next ordinary meeting of the Executive Committee or the Board, the Chairman – with the concurrence of the Trustees – may take such action as is deemed necessary in the best interests of the Board. Such action is to be reported to the next meeting of the Executive Committee or General Meeting, whichever is the sooner
- 13 For record purposes, the Board's Secretary is to receive copies of policy correspondence emanating from Officers serving on the Executive Committee.
- 14 The Executive Committee shall uphold the Constitution of the Board.
- 15 The Executive Committee shall not be liable for any action taken on behalf of the Board which is in accordance with the Constitution.



APPENDIX 3

ELECTION OF OFFICERS OF THE BOARD

- 1 Nominations for election/re-election as Officers of the Board are to be notified to the Secretary at least six weeks before the date of the AGM at which the election will take place. Nominations notified to the Secretary after that date will be void.
- 2 A candidate, or the 'in-post' elected officer, wishing to seek election may produce a critique stating their name, the position applied for, and any other relevant information that may assist their application. The document shall be no larger than one side of an A4 sheet. This critique may be sent to the Board's Secretary for distribution to all Members; it can be submitted at any time up to 6 weeks prior to the AGM.
- 3 A nominated candidate will be offered the opportunity to speak at the AGM for no longer than five minutes.
- 4 Voting rights will be pursuant to the Board's Full Membership, as defined in this Constitution.
- 5 Postal votes will not be permitted.
- 6 Voting forms will be distributed at the meeting to each Full Member and Trustee present, showing the post for election, the Candidate's name, the Candidate's Member Association and an instruction to place a cross by their preferred choice. Where there is more than one post up for election, Members and Trustees can vote once in each election for each elected position.
- 7 Two Executive Committee officers will count the votes.
- 8 Any spoilt or abstaining ballot papers will be announced, and discarded. This will be followed by announcing the total of valid votes for each candidate.
- 9 A simple majority of those present and voting will decide the election.
- 10 **Resignation from Post.** In the absence of a voluntary resignation from post, a written request that an Officer should stand down, which is supported in writing by twentyfive per cent of the Full Members, shall be discussed at a Board Meeting convened for that purpose. Such a motion shall succeed by a clear two-thirds majority of all Full Members attending and voting.

APPENDIX 4

GENERAL MEETINGS (INCLUDING STANDING ORDERS & RULES OF DEBATE)

Policy, Procedures & Purposes

- 1 An Annual General Meeting (AGM) shall be held between the beginning of April and the end of June each year.
- 2 At least 28 days' notice of the date, venue and agenda of an AGM shall be given to the Board's Officers and Members' nominated representatives.
- 3 The purposes of the AGM shall be:
 - To approve the Minutes of the last AGM and deal with any matters arising therefrom.
 - To approve the independently examined accounts of the previous year.
 - To appoint a qualified independent examiner for the coming year.
 - To receive the reports from Officers for the preceding year and, where necessary, deal with any matters arising there from.
 - To notify which Officers are due for election at the following AGM
 - To elect Officers for the current year. Nomination forms are to be sent out with the Minutes of the previous General Meeting and are to state clearly the latest date for return to the Secretary.
 - To approve changes to the Constitution.
- 4 Each Member may nominate a maximum of two representatives who may attend the General Meetings of the Board and be entitled to contribute to discussion on Agenda Items. There will be one vote per Full Member. Other interested parties may attend with the prior written approval of the Chairman.
- 5 Members may appoint or revoke the appointment of their representatives at their discretion. Changes in representatives should be notified in writing to the Board's Secretary before a General Meeting at which such changes shall be made.
- 6 Members' representatives may be additional to those individuals holding an elected or appointed position on the Board.
- 7 Meetings of the Board will be called at the discretion of the Executive Committee subject to calling a minimum of 2 meetings a year, one of which shall be the AGM.
- 8 General Meetings shall be attended by the Board's Officers.
- 9 Members or Officers wishing to raise an item on the agenda of a General Meeting shall send details, in writing, of this to the Board's Secretary at least 35 days before the date of the meeting
- 10 Emergency items may be raised under "Any Other Business" at the end of any General Meeting other than the Annual General Meeting. The Secretary shall be

notified, in writing, of such items before the start of the meeting. The Chairman shall have absolute discretion to permit the inclusion of items so raised and may consider it appropriate to defer the item to the next meeting or for consideration by the Executive Committee.

- 11 The venue, date and time of General Meetings shall be determined by the Executive Committee.
- 12 A quorum for any General Meeting shall be at least one third of the total number of Full Members. In the event of a meeting not being quorate, a note of the meeting and its recommendations shall be submitted to the next meeting for ratification.
- 13 Voting at General Meetings shall be carried by a simple majority of the Full Members present, except where herein provided (*see also Clause 17 below*).
- 14 A Full Member's representative may seek a veto on the discussion of a subject if he/she feels inadequately briefed to represent that Member's interests on that subject. Any request for a veto will be at the discretion of the Chairman. If a veto is allowed the subject shall be re-introduced at the next General Meeting, at which no further veto by any Member, concerning that subject, may be used.
- 15 A Full Member shall have the right to call an Extra-ordinary General Meeting where they have the written support of at least 25% of the Full Members. The written request, with supporting signatures, is to be submitted to the Board Secretary and is to state clearly the specific item for discussion.

Standing Orders

- 16 If the Chairman is not present within 15 minutes after the time at which the meeting is due to start, the Vice-Chairman shall take the chair. Should both the Chairman and Vice-Chairman be absent, a Chairman for the meeting may be chosen from and by those Full Members present.
- 17 The Chairman shall have a casting vote in the case of a tie.
- 18 Full Members present and attending a meeting shall be entitled to one vote on each motion raised. No vote will be received from a Full Member who is not present at the meeting.
- 19 Associate and Probationary Members shall not be entitled to a vote.
- 20 The Chairman shall ensure that all who vote are entitled to do so, and shall supervise the counting of the votes.
- 21 An abstention shall not count as a vote.
- 22 A meeting may be adjourned by a resolution passed by two-thirds of those Full Members present and voting. At the reconvened meeting, only topics on the original agenda may be discussed.

Rules of Debate

- 23 Any person eligible to speak shall address the Chairman of the meeting. If more than one person wishes to speak, the Chairman shall decide on the order of speakers.
- 24 A motion shall be put in writing, or minuted by the Secretary at the time it is raised in the meeting, before a vote is taken.
- 25 A motion shall not be voted upon unless it has been seconded.
- 26 When an amendment to a motion has been proposed and seconded, no further amendment may be moved until the former has been disposed of. Notice that a further amendment is to be moved must be given without comment other than to outline the further amendment in general terms.
- 27 If an amendment is defeated, any further amendment may only be accepted if it is substantially different to the previous amendment.
- 28 The proposer of a motion, may signify that he/she is willing to accept an amendment but at the Chairman's discretion, debate may continue.
- 29 Any Member attending a meeting, may, at the end of another person's speech, move without comment that:
 - either: the question now be put
 - or: that the debate be now adjourned until the next meeting
 - or: that the meeting proceed to the next business
 - or: that a time limit be put on the debate
- 30 If such a motion be seconded, the Chairman shall immediately put it to the meeting.
- 31 If such a motion be passed, the Chairman shall so direct the meeting. If the motion is defeated, it is at the Chairman's discretion whether he will accept a further motion relating to that subject of debate.
- 32 Any Officer or Member's Representative may seek the Chairman's ruling on a point of order. Such a request shall be dealt with before the debate is resumed and before any new business is introduced.

Declaration of Interest

- 33 Any member of the Board, Executive Committee or appointed Officer who has a business or personal interest in a matter, who attends any meeting of the BAB at which the matter is considered, must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. Any declaration shall be recorded in the minutes of the meeting.
- 34 Any person disclosing such interest shall withdraw from the meeting, whilst the matter is under discussion, unless he/she has obtained dispensation, from the Chairman of that meeting, to remain.



The Constitution

- 35 In the event of the Chairman of the meeting requiring such dispensation he/she shall require the consensus of the majority of members present at the meeting to indicate their agreement to such dispensation.
- 36 Any person remaining under such dispensation shall not:
- a) seek to improperly influence any decision, at the meeting, about the matter.
 - b) participate in the decision making/voting process on that matter.
- 37 Any breach of this clause shall be liable to the Disciplinary Procedures set out in Appendix 5.

APPENDIX 5

DISCIPLINARY PROCEDURES

- 1 The Executive Committee shall appoint a Disciplinary Sub-Committee to deal with such matters as shall pertain to breaches of the Board's Constitution.
- 2 The Disciplinary Sub-Committee shall comprise a Board Trustee who shall chair the proceedings, together with a minimum of two but no more than four impartial representatives from the Board's Full Members. The composition will exclude the Board Chairman (or such other Officer acting as Chairman) who may be required to hear any later appeal.
- 3 Where a duly elected or appointed Officer of the Board is under investigation, he/she shall normally be suspended from their post.
- 4 All notices, reports and appeals shall be sent by e-mail, or recorded delivery where this is not possible, by all parties concerned.
- 5 Notice of the matter to be investigated shall be sent by the Board Secretary (or other appointed Officer of the Board) to the Member or duly elected or appointed Officer of the Board against whom the complaint has been made. In the event of the complaint being made against an Officer, that Officer's Member representative shall also receive written details of the complaint. Such notice shall, without prejudice, state the facts upon which the matter is based and shall give at least 28 days notice of the details of the place and time of the meeting at which the Board's Disciplinary Sub-Committee shall hear the complaint(s).
- 6 The Member or duly elected or appointed Officer of the Board against whom the complaint has been made shall, within 14 days of receipt of such notice, inform the Board's Secretary or other appointed Officer, in writing, whether they will be attending the meeting, or whether written explanation shall be sent.
- 7 Any Member or duly elected or appointed Officer of the Board shall have the right to representation.
- 8 The findings and decision of the Disciplinary Sub-Committee shall be passed to the BAB Chairman for reporting at the next Executive Committee meeting. Copies of the report shall also be sent to the Member or duly elected or appointed Officer of the Board against whom the complaint has been made.
- 9 The Member or duly elected or appointed Officer shall have the right to appeal, and representation, against the decision. The appeal is to be made to the Board's Secretary or other appointed Officer, in writing, within 14 days of the receipt of the report.
- 10 Upon receipt of such an appeal, an Appeals Panel shall be convened comprising the Board Chairman and two other Board Trustees but excluding any Officer who served on the original Disciplinary Hearing Panel. 14 days notice of the Appeal meeting shall be sent, in writing, to all involved parties. The recommendation of the Appeals Panel shall be submitted to the Board for ratification.



The Constitution

- 11 The Board shall decide upon any penalty to be imposed as a result of completed disciplinary proceedings being taken. Such penalties could be informal or formal censure, suspension or expulsion. Dependent upon the gravity of the findings, the Board may, at its discretion, notify such other bodies as it sees fit.
- 12 Any Member or duly elected or appointed Officer against whom a complaint has been made shall have access to such information as would apply as if the request for information was made under the auspices of the Data Protection Act 1988.
- 13 The Board's decision on a disciplinary matter investigated within the parameters described above shall be final except on a point of law.

APPENDIX 6

CHILD PROTECTION – CASE MANAGEMENT PROCEDURES

- 1 Board Members shall abide by the Board’s published Child Safeguarding & Protection Policy (*published as a separate document*). In addition, the following specific “Child Protection” Case Management procedures will apply:
- 2 Where a CRB disclosure or other Child Safeguarding issue on an individual is brought to the attention of the BAB Lead Child Protection Officer (CPO) and the Child Protection Case Management Group (CMG), any decision made by the CMG that the individual is deemed **unfit** or otherwise to teach, assist in the teaching of children (that is, those under age 18), or to be in a “regulated position” or any other position of trust with children, is binding upon the Board, its Associations and their Clubs and the individual concerned until rescinded or revised. Such a decision does not, by itself, affect an individual’s rights to train solely with adults as a member of their Association.
- 3 The BAB Lead Child Protection Officer (CPO) is to inform the individual’s Association CPO, copied to the BAB Chairman and the individual concerned, of the decision of the CMG. Where the individual is still in a coaching/assisting role, or in a “regulated position” and the decision of the CMG is that the individual should not be allowed to teach, assist or work with children. The decision will apply to contact with children in both the individual’s Association and in any other BAB Member Association. The individual may appeal against the decision (*vide para 5 below*) but that decision is to remain in force until rescinded or revised by the CMG or the CP Case Management Appeals Panel.
- 4 Where the Lead CPO and CMG determination is that much stronger action should be taken or is deemed appropriate (that is, 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 “unfit to teach or assist with children” – is to be referred to the BAB Chairman by the Lead CPO/CMG as a recommendation for subsequent action by the individual’s Association or the Board, as appropriate.

Appeals Procedures

- 5 Any appeal by the individual against a decision by the CMG is to be dealt with by the member’s Association.
- 6 Where the Association appeals the supplementary/additional recommendation of the CMG (*vide Clause 4 above*), or is opposed to implementing the recommendation in whole or in part, the BAB Chairman is to set up a CP Case Management Appeals Panel to hear the Association’s appeal. The Panel shall consist of at least 3 impartial representatives of the Board’s Full Members, one of whom shall be the BAB Chairman or Vice-Chairman who will act as the Panel President. All Panel members shall have been ISA cleared (*effective from July 2010*) and CRB-checked by the Board within the last 3 years, in addition to having undertaken a scUK or Board-approved Child Safeguarding and Protection training seminar/course. Any appeal by an individual requires the support of their Association and is to be made by the Association and not the individual.
- 7 Any appeal statement together with the appropriate and relevant case notes and decision of the CMG, is to be made available to the CP Case Management Appeals Panel members and is to be taken into account in the decision process.

- 8 Discussions by the CP Case Management Appeals Panel are to remain confidential to the Panel Members.
- 9 Decisions of the CP Case Management Appeals Panel will be notified by the Panel President to the CPO of the Member Association concerned, the BAB Lead CPO, the BAB Chairman (if he/she has not presided on the appeal) and, if appropriate, any other relevant party or agency, on a strictly “need to know” basis and in accordance with the prevailing child safeguarding and protection/data protection legislation. Such communications should normally be sent by e-mail to include a “receipt acknowledgement” request. Where e-mail is not possible and/or the communication is a final report/decision then hard copy is to be sent by recorded delivery to the addressee.
- 10 The decision of the CP Case Management Appeals Panel is to be implemented without delay after it has been properly communicated to the relevant parties.
- 11 The Board's decision on a Child Protection Case Management Appeal shall be final except on a point of law. Failure by an Association to comply with the Appeals Panel decision is to be referred to the BAB Chairman for action under the Board's disciplinary procedures detailed in **Appendix 5**.

APPENDIX 7

COACHING

Coach Tutor

- 1 BAB Coach Tutors shall, through external assessment and moderation, adhere to standards set by sports coach UK (scUK) and Sport England. They shall undergo continuous professional development (CPD) to maintain their status and qualification.

Coaching Qualifications

- 2 Holding of a BAB approved Coaching qualification shall be mandatory for all “active” instructors. There are 3 levels:
 - Coach Level 1 (CL1)
 - Coach Level 2 (CL2)
 - Coach Level 3 (CL3)
- 3 The Board approved pathways for obtaining these are:
 - CL1 – via BAB or Association Tutor
 - CL2 & 3 – via BAB Tutor and scUK
- 4 Whilst a coaching certificate is personal to the individual as a sign of their achievement its use or promotion, in any form, is only valid whilst the holder is registered with the BAB.

First Aid – Coach “Duty of Care”

- 4 A sports related First Aid qualification is **not** a mandatory Board requirement; however, Members are strongly advised to ensure that all their coaches are First Aid qualified and trained. It should be understood that coaches are responsible for First Aid provision within their dojo under their “duty of care” for all practitioners. It is the duty and responsibility of all coaches to ensure that adequate provision is made for first aid cover and that regular dojo risk assessments are carried out to minimise serious injury.
- 5 Any First Aid award must be accepted by the dojo provider.

Coaching & Club Handbook

- 6 Comprehensive coaching guidelines are published separately in the Board’s **Coaching & Club Handbook**.

APPENDIX 8

INFORMATION SECURITY (DATA PROTECTION)

- 1 The Board is committed to abide by the Data Protection Act 1998 and any amendments thereof and is registered with the Information Commissioner's Office (ICO), formerly the Office of the Data Protection Registrar.
- 2 The legal responsibilities of the Board and its Members are detailed in its **Information Security** Policy. This policy is produced as a separate document and documents the processes by which the Board and its Members are required to control both personal information and information forwarded for the public domain.
- 3 As soon as any failure in compliance with the Data Protection Act 1988 is noticed, Members are obliged to put in place such amending procedures as may be required to ensure future compliance. Any Member, failing to abide by the rules governing Data Protection may be subject to the Board's disciplinary procedures.
- 4 Before a Probationary Member can become a Full or Associate Member, they must have put in place data protection procedures that comply with the Board's Information Security Policy and the Data Protection Act 1988.
- 5 Where the Membership Sub-Committee holds any data on Associations wishing to apply for Membership, this data is to be held purely for the period of application and/or probation, after which time it will, in the case of acceptance, be forwarded to the Board's Secretary for safekeeping or, in the event of refusal, be returned to the applicant or destroyed.
- 6 Each Member is required to register a nominee to act as their Association Data Protection Officer (ADPO) using British Aikido Board Data Protection Form 1. The ADPO is required to create an Association data handling procedure which is in compliance with the Data Protection Act 1998 and, to identify if the Association is exempt from being on the Information Commissioner's Register of Data Controllers. The Head of the Association and the ADPO must then complete either BAB Data Protection Form 3 (registration exemption) or Form 4 (already registered) in order to confirm that the process is in place and will be abided by.
- 7 Any change in a Member's ADPO or Association Head will require the completion of replacement forms, available from the Board's website.



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