



Minutes of EGM of the UKBJJA

Time: 16:00

Date: 22 October 2016

Location: Carlson Gracie London, 89 Richford Street, London, W6 7HJ

Present:

Richard Martin (representing Carlson Gracie Kent)

Simon Hayes (representing Carlson Gracie London)

Dave Coles (representing The Combat Academy)

Katherine Hill (representing Carlson Gracie Oxford)

Richard Loureiro (representing Carlson Gracie Hastings)

Lawrence Selby (Independent Director)

Francis Lambert (Independent Director)

Jules Morgan (individual member)

Chairman: Richard Martin

Minutes Secretary: Katherine Hill

Proceedings

1. Welcome by the Chairman

2. Sport England application¹

Richard Martin informed the meeting that unfortunately the first pre-application had unfortunately been unsuccessful due to an issue with the wording of the constitution in regard to the voting rights. Kat Hill confirmed this, and that this was the primary reason for the EGM with the announcement of a special resolution to amend the constitution, as well as make some other amendments suggested by the resolution panel.

Lawrence Selby inquired as to the timescales for the resubmission of the application and Kat Hill confirmed that this would be done as soon as possible

¹ For the purposes of clarification, it is to be understood that an application to Sport England is for UK NGB status not just England but since the UKBJJA is based in England the application proceeds through Sport England.

after the EGM if the amendments were passed; the board were hopeful that the pre-application stage would be successfully passed before Christmas.

It was further noted by Kat Hill that this was only the pre-application and that after this, if successful, we would proceed to the full application which is a much more extensive procedure and that a General Meeting should be held before this submission to confirm that members are happy with the UKBJJA's aims and activities. Richard Martin also reminded the meeting that low attendance and voting was noted by the recognition panel. Dave Coles and Simon Hayes both commented whether this might be boosted by online meetings, and Richard Martin confirmed that this had been researched and was being considered. Francis Lambert suggested also live broadcasting, Lawrence Selby indicated instant messaging online might increase discussion and Don McIntyre offered to look into telephone conferencing options. All measures would be considered to increase attendance for meetings.

3. Special resolution to amend the constitution²

In line with the comments the Sport England recognition panel, Kat Hill proposed a special resolution to amend the constitution of the UKBJJA to ensure that the wording was consistent and clear as regards quorum for meetings of Directors and voting rights for members. As per the attached special resolution this involved a change to :

- a) Article 22.2
- b) Article 43.1
- c) Article 45.1

Resolution proposed by Kat Hill
Seconded by Richard Martin
Vote by poll

Votes cast

By poll at the meeting

Richard Martin (Carlson Gracie Kent)	For
Simon Hayes (Carlson Gracie London)	For
Dave Coles (The Combat Academy)	For
Kat Hill (Carlson Gracie Oxford)	For
Richard Loureiro (Carlson Gracie Hasitngs)	For

By poll electronically

Robert Cullinan (Grove Jiu Jitsu)	For
Robert Cullinan (Merville Ju-Jitsu Club)	For

² See Appendix 1

Mark Connaughton (Resolute BJJ)	For
James Boyle (Infinity Martial Arts Chesterfield)	For
Steve Campbell (Stealth BJJ)	For
Enzo Vullo (BJJ Hertfordshire)	For
Thomas Grandjean (University of Warwick BJJ)	For
Raphael dos Santos (Gracie Barra Cornwall)	For
Pete Lavery (Kyoujin)	For
Can Somnez (Artemis BJJ)	For
Seymour Yang (Borehamwood BJJ)	For

The motion was carried by unanimous decision.

4. Resolution to amend the Child Protection Policy³

In line with the recommendations by the Sport England recognition panel, Kat Hill proposed a change to the Child Protection Policy

Resolution proposed by Kat Hill

Seconded by Richard Martin

Vote by poll

Votes cast

By poll at the meeting

Richard Martin (Carlson Gracie Kent)	For
Simon Hayes (Carlson Gracie London)	For
Dave Coles (The Combat Academy)	For
Kat Hill (Carlson Gracie Oxford)	For
Richard Loureiro (Carlson Gracie Hasitngs)	For

By poll electronically

Robert Cullinan (Grove Jiu Jitsu)	For
Robert Cullinan (Merville Ju-Jitsu Club)	For
Mark Connaughton (Resolute BJJ)	For
James Boyle (Infinity Martial Arts Chesterfield)	For

³ See Appendix 2

Steve Campbell (Stealth BJJ)	For
Enzo Vullo (BJJ Hertfordshire)	For
Thomas Grandjean (University of Warwick BJJ)	For
Raphael dos Santos (Gracie Barra Cornwall)	For
Pete Lavery (Kyoujin)	For
Can Somnez (Artemis BJJ)	For
Seymour Yang (Borehamwood BJJ)	For

The motion was carried by unanimous decision.

5. Press and sponsorship

Board member and PR Director updated the meeting on the press and sponsorship efforts by the UKBJJA. A new day to day press officer Mike Williams who is endeavouring the raiser the media profile of the sport with a variety of local press stories, and a regular monthly newsletter to members. Efforts for sponsorship for the top athletes for 2017 were proceeding with the same strategy as selling off space on gis to sponsors. Francis stressed that NGB status would definitely help these efforts but that he was still hopeful of securing sponsorship.

Donald McIntyre suggested that a fruitful avenue for investigation might be development grants within large corporations and banks, and agreed to follow up on this with Francis Lambert.

Queries were raised about the problem of selling off gi space and providing gis since it could conflict with the existing deals and contracts of athletes. Richard Martin reminded the meeting that there were several options available last year to provide ways to work around this and that furthermore it was the aim of the UKBJJA to help provide the best deals for the athletes. Kat Hill also reminded the meeting that, as opposed to last year, the plan was not just to provide sponsorship for one tournament, the Europeans, as last year, but for a complete programme of elite events in 2017, and Francis Lambert added that he thought that the rates of sponsorship were low last year and the UKBJJA should look to broker a better deal. It was agreed that the numbers of people subscribing to the streaming service FloGrappling should be ascertained to provide data for sponsors and Donald McIntyre suggested that live streaming could be considered for all UKBJJA events to make a better case for sponsor exposure.

6. University BJJ Officer

Following the first university league competition last year, Kat Hill proposed the election of Tim Carden as University BJJ Officer to coordinate this in future years.

Motion by proposed by Kat Hill
Seconded by Richard Martin
Vote by show of hands

Richard Martin (Carlson Gracie Kent)	For
Simon Hayes (Carlson Gracie London)	For
Dave Coles (The Combat Academy)	For
Kat Hill (Carlson Gracie Oxford)	For
Richard Loureiro (Carlson Gracie Hasitngs)	For

The motion was carried by unanimous decision and Tim Carden was duly elected as the University BJJ Officer.

7. Insurance

Richard Martin stated that the UKBJJA insurance was due for renewal in November and that he was in discussion with a broker, and 3 providers to secure the best deal for members

8. Complaints Procedure

Richard Martin informed the meeting that the UKBJJA had received its first complaint by a non-member against a member and after some discussion with the Complaints Officer Lawrence Selby it was agreed that there should be consideration of complaints procedure. Richard Martin stressed that a complaints procedure was already in place.

Members present voiced several queries and concerns. Donald McIntyre stressed that all proceedings should be transparent, with proper documentation and witnessing. Richard Martin and Simon Hayes asked what our area of jurisdictional responsibility should be and whether complaints from non-members should be investigated. Lawrence Selby and Kat Hill both stressed that complaints against members even if from non-members were an essential part of the UKBJJA's remit as an NGB. Simon Hayes also expressed a concern about complainants who could repeatedly make claims. Lawrence Selby stressed the need to take each case seriously and on merits but also reminded the meeting that individuals can be classed as vexatious litigants.

Simon Hayes also queried whether the UKBJJA's jurisdiction should just cover coaching and health and safety, not finance and business practice but Lawrence Selby also stressed the need to investigate all matters, since these should fall under our jurisdiction, even if the finding was that the matter should be referred to higher authorities. Policing conduct of member clubs and individuals was a key area of the NGB's responsibility.

Richard Martin raised concerns about the problem of the complaints system being overused or having backlogs, and the possibility of people making counter complaints. Lawrence Selby suggested that a rigorous structure should be in place with clear levels of responsibility – a club complaints officer, a regional officer, and a national one, so that the matter could be dealt with or escalated accordingly, whilst the UKBJJA reserved the right to intervene at any stage if necessary. He also suggested further amendments such as a simplification of the procedure and a deposit system if someone wished to appeal a complaint, which would be refunded in the case of a successful complaint to stop vexatious and needless complaints.

9. AOB

No other business.

There being no other business the meeting was concluded at 17:05.

Appendix 1

Special Resolution to Amend the Articles of Association of the UKBJJA at an EGM on Saturday 22nd of October to be held at Carlson Gracie London, 89 Richford Street, Hammersmith, London, W6 7HJ at 16:00

1. Alter article 24.2 to read:

24.2 Subject to Article 24.3, the quorum for the transaction of business at a meeting of directors may be fixed from time to time by a decision of the directors but it must never be less than three directors, and unless otherwise fixed it is three. A person who holds office only as an alternate director shall, if his appointor is not present, be counted in the quorum.

(Existing article reads: 24.2 Subject to Article 24.3, the quorum for the transaction of business at a meeting of directors may be fixed from time to time by a decision of the directors but it must never be less than two directors, and unless otherwise fixed it is two. A person who holds office only as an alternate director shall, if his appointor is not present, be counted in the quorum. If and so long as there is a sole director, he may exercise all the powers and authorities vested in the directors by these Articles and accordingly the quorum for the transaction of business in these circumstances shall be one.)

2. Alter article 45.1 to read

45.1 A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the Articles. Subject to any rights or restrictions to which members are subject, on a show of hands, every member who being a current member club is present by a duly authorised representative shall have one vote. A proxy shall not be entitled to vote on a show of hands.

(Existing article reads: 45.1 A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the Articles. Subject to any rights or restrictions to which members are subject, on a show of hands, every member who (being an individual) is present in person or (being a corporation) is present by a duly authorised representative (unless the representative is himself a member, in which case he shall have more than one vote) shall have one vote. A proxy shall not be entitled to vote on a show of hands.)

3. Alter article 48.1 to read

48.1 On a poll every member who being a current member club is present by a duly authorised representative or by proxy shall have one vote. On a poll, a member entitled to more than one vote need not use all his votes or cast all the votes he uses in the same way.

(Existing article reads: 48.1 On a poll every member who being an individual is present in person or by proxy) or (being a corporation) is present by a duly authorised representative or by proxy shall have one vote. On a poll, a member entitled to more than one vote need not use all his votes or cast all the votes he uses in the same way.)

Appendix 2: Amended Child Protection Policy

The UKBJJA takes Child Protection seriously.

Our dedicated Child Protection Officer James McIntyre can be contacted at cpandhs@ukbjja.org

Child Protection Policy Statement

The UKBJJA will endeavour at all times to:

- promote the welfare, health and full development of children and protect them from harms of all kinds
- recognise that children have rights as individuals and treat them with dignity and respect
- raise awareness about what children are entitled to be protected from
- plan coaching sessions so as to minimise opportunities for the children to suffer harm
- develop effective procedures for responding to alleged or suspected incidents of abuse

Implementation

Member organisations are required to provide evidence of the following:

- Child protection arrangements including DBS (or PVG in Scotland) checks for all coaches, planning, organisation, control, monitoring, review and reporting;
- Ensure, so far as reasonably practical, co-operation, co-ordination and exchange of information between parents and other parties involved in projects under its control;
- Establish emergency and other procedures for incidents;
- Provide and display Child Protection Policy and such written instructions as are necessary to assist in the regulation of child protection practices and operations;
- Encourage and promote personal responsibility and effort on the part of all employees;
- Review this policy at 12 month intervals
- Ensure suitable child protection procedures are in place at all competitions including DBS or PVG checks for all officials working with children.

Monitoring and Evaluation

The UKBJJA will regularly monitor and evaluate the policy, practices and procedures on an on-going basis and will inform member/employees of their impact.

The Officer for Equity, Health and Safety and Child Protection is responsible for ensuring that Child Protection Policy is followed and for dealing with any actual or potential breaches.

What is child abuse?

A child is defined as anyone who is under the age of 18 years. It is generally accepted that there are four main forms of abuse. The following definitions are based on those

from Working Together to Safeguard Children (Department of Health, Home Office, Department of Education and Employment 1999)

1. Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to, a child whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child.

Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

2. Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

3. Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling.

Sexual abuse may also include non-physical activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from different walks of life.

4. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Legislation and Guidance

There is a considerable body of legislation, government guidance and standards, which are designed to ensure that children are protected from harm.

The Children Act 1989

This Act legislates for children in England & Wales.

The intention of the Children Act 1989 is to ensure that the welfare and developmental needs of children are met, including their need to be protected from harm.

Criminal Justice and Court Services Act 2000

Part II of this Act relates to 'public bodies' responsibilities within child protection and is integral to child protection systems in the UK designed to prevent unsuitable people from working with children.

It links to other laws including Protection of Children Act 1999 and The Police Act 1997 that together build a system that makes it a criminal offence if an employer does

not take sufficient steps to check an employee working with children and/or knowingly gives someone a job who is inappropriate to work with children.

Protection of Children Act 1999 and The Police Act 1997

These Acts change the routes by which employers can check whether a potential or actual employee has criminal offences against children or whether there has been any reason for that person to be considered inappropriate to work with children.

The Police Act 1997 contains the provision to set up the Criminal Records Bureau (CRB) for England and Wales to improve access to criminal record checks for employment-related purposes. It is aimed at providing protection for children and other vulnerable people against those who might wish to do them harm.

Rehabilitation of Offenders Act (NI Order) 1974 (UK wide)

People who are involved in situations where they have prolonged or sustained access to children are exempt from the Rehabilitation of Offenders legislation.

Sexual Offenders Amendments Act 2000

This Act reduces the age at which, or certain circumstances in which, sexual acts are lawful. It introduces a new offence of abuse of trust, which covers ostensibly consensual behaviour within certain relationships of trust. It is an offence for a person aged 18 or over to engage in sexual intercourse or other sexual activity with someone under that age where they are in a 'position of trust' in relation to the younger person.

Protection of Vulnerable Groups (Scotland) Act 2007

This legislation introduced the Protection of Vulnerable Groups (PVG) scheme to replace the former system of Disclosure for people working with vulnerable groups. It identifies categories of employment or contact (regulated work) where there is the expectation that a PVG check will be required and also provides direction on responsibilities of employers. This also applies to those working with vulnerable groups such as children on a voluntary basis.

Children and Young People (Scotland) Act 2014

Not all of the provisions in this legislation have been implemented at the time of writing; however it is a significant piece of legislation about children's rights and services and those working with children in Scotland should be aware of its existence. The Act contains many provisions but those that will be of interest to those running clubs or events in Scotland will be:

- the rights of children and young people;
- the statutory operation of the Named Person and Childs Plan;

Criminal Records Bureau

This will give employers and voluntary organisations access to information about criminal records and other relevant information about people they intend to appoint in paid or unpaid posts working with children and young people under 18. It will provide a 'one-stop-shop' service across England & Wales.

Protecting Children, Coaches, and Helpers

To reduce the likely situations for abuse of children and to help protect the coaches and helpers from false accusations of abuse, everyone should be aware of the following guidelines. Coaches should ensure that a minimum of 2 adult coaches are present at each class. This ensures that the main coach has someone to demonstrate techniques on (demonstrating on a child should be avoided) plus if dealing with a particular group someone else is still supervising the class. There should also be no photography or filming of children for promotional purposes unless written consent is given by the parents of the affected children. Parents should not be taking photographs during classes under any circumstances.

As a general rule it is not sensible to:

- spend excessive amounts of time alone with children away from others;
- take children alone on a car journey, however short;
- take children to their home.

Where occasions arise when the above is unavoidable, such instances should occur with the full knowledge and consent of the child's parent/guardian.

Coaches and Helpers should:

Be registered with the Criminal Records Bureaux (or PVG scheme in Scotland)

This will give employers and voluntary organisations access to information about criminal records and other relevant information about people they intend to appoint in paid or unpaid posts working with children and young people under 18, It will provide a one stop shop service across England, Wales and in the case of the PVG scheme, Scotland.

Always ensure that the parent/guardian collects the child.

For the older child who may wish to travel to the club written permission from the parent/guardian must be obtained.

Coaches and Helpers should not:

- Leave a child alone with someone else.
- Be alone with a child in the changing room.
- Treat a child for an injury alone and away from others.
- Allow children to use inappropriate language or behaviour unchallenged.
- Let allegations a child makes go unchallenged or unrecorded.
-

Organised Trips

For trips such as a weekend competition, where a child will be travelling without a parent, additional steps should be taken to ensure the welfare and protection of the child.

The following guidelines for the trip should be observed:

- Parents/guardians must be given full information about a trip.
- Parents/guardians written permission must be given for a child to be included on the trip.
- The coach/team manager/helper must be aware of any special medical problems a child has and must be satisfied that they can be dealt with.
- Written permission must be given by the parent/guardian that in extreme circumstances, medical attention can be given to a child.
- Coaches, team managers and helpers are responsible for the welfare and safety of the children whilst they are on the trip.
- The children must be adequately supervised at all times.
- Parents should be informed of actions requiring discipline in writing. A report must be made and given to the child protection officer.
- There should be a minimum of two adults accompanying the children on a coach trip. If the group consists of both sexes then male and female supervision should be provided. Where possible a ratio of 1 adult to 12 children should be maintained at a bare minimum.
- If a coach/team manager/helper is providing a lift in a car to a coaching session or race meeting, permission must be obtained from the parent/guardian and any necessary insurance cover provided.

Recording allegations of suspicion of abuse

In all cases where an allegation of abuse is made or someone has concerns about the wellbeing of a child, a record of the incident must be made, using the Child Protection Report form. Once completed it should be given to the club's Child Protection Officer/s who will record it in the Incident Record Book. The Child Protection Officer should then consult with the appropriate agencies (Child Protection section of Social Work or Police). They will decide if further action is required. Under no circumstance should a CPO interrogate a child or parent/carer of a child regarding a suspicion unless they are the ones making the allegation. In which case ensure the information is recorded is exactly what was said. If you need to ask questions make sure they are open and not leading e.g. "Can you tell me what happened next?" would be appropriate whereas "Did the person do this?" would not. It is also important to stress to anyone making a disclosure that you must pass the information on and can't keep it secret.

This report contains:

Name of the child

The age of the child

The parent's name

Home address and telephone number

Nature of the concern:

- Is the person making the report expressing their own concerns or passing on those of someone else.?
- What has prompted the concerns? Give dates and times of specific incidents. Any physical signs? Behavioural signs? Indirect signs?
- Has anybody been alleged to be the abuser? If so record details.
- Has anyone else been consulted? If so, record details

Upon receipt of any concern, the Child Protection Officer should seek to consult with the relevant agencies.

If it is a concern by a coach, team manager or helper as to the possible abuse of a child then they will report the concerns to the Child Protection Officer/s, on the Child Protection Report form. The CPO will consult with Social Services and other agencies who will decide what further action should be taken given the information provided. Full documentation will be kept. All information will be treated as confidential and held securely by the Child Protection Officer/s.

Child Protection Officers

The Child Protection Officer/s for clubs should be responsible for:

- Introduction and implementation of the Child Protection Policy within the Club.
- Undertake any training that may be needed, keep up to date with any new guidelines that may be issued by the UKBJJA, NCF or Social Services.
- Ensure that all club coaches, helpers, officials complete a volunteer reference form and agreement to adhere to the club's Child Protection Policy and keep these up to date.
- Keep up to date records of all qualifications of coaches, helpers and officials.
- Receive and advise on reports from coaches, helpers, and any other club member.

- Ensure that parents, children and young people know the Child Protection Officer/s are available to discuss any concerns.
- Initiate action where appropriate. Once identified, concerns must be reported to the appropriate services, i.e. Social Services, Police.
- Keep confidential any matter or information referred to them.
- Keep and record all information.
- Ensure the Chairperson is kept informed where appropriate.