UKBJJA BOARD MEETING MINUTES

Date: 29th September 2026

Meeting: UKBJJA Board Meeting

Format: Online

Chair: Lauren Brown

Minutes: Sarah Gregory, Secretary

1 Attendance and Apologies

Attendance:

- Lauren Brown
- Izzy Carnwath
- Sarah Gregory
- Jake Cross
- Sam Cook
- Martin Smith
- Martin Brammeld
- Gareth Dummer
- Laurence Selby

Apologies: none

2 Declarations of Interest

It was noted during the meeting that declarations of interest were not on the agenda at the beginning of the meeting.

No conflicts of interest were declared in relation to the matters being considered.

It was agreed that **Declarations of Interest should be included immediately after Apologies on future Board agendas.**

Action: Ensure Declarations of Interest is included as a standing agenda item for future Board meetings.

3 AGM and Annual Report

The forthcoming AGM and preparation of the Annual Report were discussed.

Izzy confirmed that the Annual Report was at the writing stage and requested contributions from Directors as soon as possible.

Directors were asked to provide either:

- a short written contribution;
- bullet points covering activity within their region or area of responsibility; or

- confirmation that they had nothing to contribute at this stage.

The report will cover regional and functional activity, governance, safeguarding, events, strategic performance and priorities for the coming year.

A draft will be circulated to Directors to allow them to identify omissions or provide additional information.

Directors may also be invited to speak briefly during the AGM about their work and areas of responsibility.

Treasurer Election

The Treasurer election was confirmed as proceeding.

Voting was due to go live the following day, with the AGM approximately two weeks away.

An office had been booked in Vauxhall for the administration of the AGM and two independent scrutineers from the University of East London were confirmed.

Actions:

- Directors to send Annual Report contributions to Izzy as soon as possible.
- Izzy to complete and circulate the draft Annual Report for review.
- AGM election arrangements and reminders to continue to be circulated.

4 Finance Update

The July accounts had previously been circulated.

July 2026

Actual income: **£13,199**

Budgeted/projected income: **£8,923**

Expenditure: **£12,543**

Cash movement: **£585 positive**

Cash at month end: **£54,107**, excluding the ring-fenced Army fund.

August 2026

The August accounts had been received from the bookkeeper but remained subject to several queries.

Provisional figures were:

Actual income: **£11,611**

Projected income: **£8,419**

Expenditure: **£11,134**

Cash movement: **£477 positive**, compared with a projected loss of £2,087.

Cash at month end: **£54,585**

The current year-end projection was approximately a **£1,253 loss**, a significant improvement against the approximately **£20,000 annual loss** contained within the pessimistic forecast at the beginning of the year.

The projected year-end bank position was around £5,000 above the reserve fund requirement, before taking outstanding receivables into account.

Outstanding income included amounts relating to coaching courses, Combat Sports Hygiene, sponsorship and the Safe Haven first-aid partnership.

Membership remains the organisation's principal source of income. Increased event activity and individual membership were also contributing positively.

The Board discussed the need for greater analysis of club membership versus individual membership. Junior and youth events were identified as an area contributing to individual membership growth.

Actions:

- Izzy to resolve outstanding queries on the August accounts and circulate the final reports.
- Outstanding receivables to continue to be pursued.
- Further analysis to be undertaken on club membership, individual membership and income growth.

5 Strategic Priorities for 2027

The next Board meeting following the AGM is expected to focus substantially on strategic planning for 2027.

Potential priorities discussed included:

- safeguarding prevention and support for clubs;
- development and rollout of improved safeguarding resources;
- possible safeguarding support/audit sessions for clubs;
- replacement or improvement of the current IT/membership platform;
- membership and revenue development;
- athlete development;
- youth development;
- potential Women's Summit;
- competitor development/training;
- implementation of the governance review;
- coaching development pathways and mentoring;
- referee development and education.

Sam offered to assist with or lead work around **coaching development pathways and mentoring structures**.

Jake raised the need for further referee development, including improved education for referees, coaches, parents and competitors.

Martyn’s Law

Jake raised the potential implications of Martyn's Law for competitions and events associated with the organisation.

It was agreed that Jake would provide the Board with a short briefing at the next Board meeting explaining the legislation and potential implications for UKBJJA and event organisers.

Action: Jake to provide a 5–10 minute Martyn's Law briefing at the next Board meeting.

6 Decisions

6 1 Mandatory Individual Membership

The Board revisited the previous intention to introduce mandatory individual membership.

Concerns were raised regarding the practical difficulties of implementing the scheme using the current Sport:80 platform.

It was proposed that mandatory individual membership be **postponed until 2028**, allowing time to resolve the IT/platform issues and continue organic membership growth.

Resolution: The Board resolved to postpone the implementation of mandatory individual membership until 2028.

Vote: UNANIMOUSLY APPROVED.

6 2 Development of an ELO Based Ranking System

The Rankings Working Group's proposal to investigate and develop an **ELO-based ranking system** was discussed.

Under the proposed model, rankings would be determined through individual match results rather than relying primarily upon tournament multipliers and podium positions.

The Board discussed:

- development and validation of the algorithm;
- testing against historic competition data;
- treatment of members and non-members;
- transparency of rankings;
- competition terms and conditions;
- data protection considerations;
- rankings involving children and young people;
- possible use of competitor identification numbers for junior athletes;
- the relationship between rankings and individual membership;
- maintaining the existing system as a fallback if development is unsuccessful.

The intention is to work towards implementation during **2027**, subject to successful development and testing.

If the new system cannot be implemented satisfactorily, the existing ranking system will remain available as a fallback.

Resolution: The Board approved the Rankings Working Group proceeding with development of the ELO-based ranking system.

Vote: UNANIMOUSLY APPROVED.

Action: Rankings Working Group to develop, test and validate the proposed ELO system and report back to the Board.

6 3 Applications for Ranked Competitions

The Board separately considered whether competition organisers should be invited to apply for inclusion as UKBJJA ranked events.

It was recognised that several organisers had already been waiting for decisions and that the current tournament multiplier system would require further consideration if the ELO system was not ready.

It was agreed that applications could be invited during 2026, with decisions intended by the beginning of 2027.

Existing ranked competitions should not automatically retain ranked status indefinitely and standards should be capable of periodic review.

Resolution: The Board approved inviting competition organisers to apply for UKBJJA ranked-event status.

Vote: UNANIMOUSLY APPROVED.

Jake offered to assist with developing and communicating the application process.

Actions:

- Invite applications from competition organisers for ranked-event status.
- Jake to assist with developing the process and communication.
- Rankings Working Group to develop appropriate criteria for applications and consider how multipliers would operate if the existing ranking system remains temporarily in use.

7 Tournament Regulations

The Board discussed the existing UKBJJA Tournament Regulations.

It was noted that the current regulations had been developed under the previous Board and had not been substantively reviewed by the current Board.

It was agreed that they should be reviewed as part of the rankings and competition workstream, taking into account:

- current competition volumes;
- safety records;
- competition standards;
- competitor protection;
- requirements for ranked events.

Actions:

- Izzy to circulate the current Tournament Regulations to Board members.
- Tournament Regulations to be reviewed as part of the rankings workstream.

8 Individual Membership and Ranked Events

Further discussion took place regarding whether competitors at UKBJJA ranked events should be required to hold individual UKBJJA membership.

Potential benefits identified included insurance, consistency of ranking information and encouraging membership.

Concerns were also raised about the potential effect on competition entries and the practical operation of rankings involving non-members.

No final decision was made.

Action: Rankings Working Group to consider whether individual membership should become a requirement for participation in UKBJJA ranked events and return with recommendations.

9 Sponsorship Commission

The Board considered whether individuals working on a voluntary basis should be permitted to receive commission for sponsorship income that they secure for UKBJJA.

The immediate discussion arose from sponsorship work being undertaken in connection with the proposed women's event.

It was agreed that there was merit in establishing a general sponsorship commission arrangement.

Resolution: The Board approved, in principle, the payment of commission on sponsorship income secured for UKBJJA.

Vote: UNANIMOUSLY APPROVED.

The Board did **not** approve a specific commission percentage at this meeting.

It was agreed that a further proposal should establish:

- commission rates;
- whether a tiered structure should apply;
- who has authority to approve individual arrangements;
- the role of the CEO;
- Finance Committee oversight.

The suggested model was for operational decisions ultimately to sit with the CEO, subject to an agreed level of Finance Committee oversight, but this remains to be formally agreed.

Action: Izzy to prepare a sponsorship commission proposal and circulate it to the Board for consideration and vote, potentially through the Board WhatsApp group.

10 IT and Membership Platform

The Board received an update on the review of alternatives to Sport:80.

The existing Sport:80 contract is due for renewal/termination in August, with notice required approximately five months beforehand. It was noted that notice would therefore need to be provided by **March 2027** to avoid being locked into a further contractual period.

Several alternative platforms have been considered.

JustGo was identified as the current leading option.

Potential benefits discussed included:

- improved individual membership functionality;
- club and federation membership integration;

- improved Club Finder;
- ability to integrate ranking systems;
- digital membership passports;
- mobile app functionality;
- clubs potentially receiving access to the platform as part of their membership.

The platform had already been demonstrated to members of the management team and further testing was underway.

No decision to change platforms was taken at this meeting.

Actions:

- Continue assessment of JustGo and other options.
- Develop a realistic migration and implementation timeline.
- Arrange for JustGo to present to the Board.
- Return the matter to the next Board meeting for further consideration.
- Ensure the Sport:80 contractual notice deadline is addressed before March 2027.

11 Safeguarding Materials

Updated safeguarding materials were discussed.

The revised package includes:

- a streamlined safeguarding policy;
- guidance for Club Safeguarding Officers;
- frequently asked questions;
- template safeguarding policies for clubs;
- information aimed at parents.

While no material changes have been made, the existing safeguarding policy document has been broken down to make it more accessible while retaining the necessary information.

The Board will be asked to review the revised materials again before rollout.

The safeguarding team will also be asked to review the documentation.

The intention is to roll out the new safeguarding materials **by the end of 2026**.

Actions:

- Izzy to complete work on and recirculate the safeguarding materials.
- Board members to review the documents and provide feedback.
- Safeguarding team also to review.
- Aim to release the safeguarding pack to clubs before the end of 2026.

12 Any Other Business

12 1 Board and Council Communication

Jake raised concerns that some matters were progressing more slowly than necessary and suggested greater use of the Board WhatsApp group for decisions that could appropriately be dealt with between meetings.

The relationship between the Council and Board was also discussed.

A suggestion was made that Council meetings could take place shortly before Board meetings to improve the flow of issues and information between the two bodies.

The possibility of Council members attending Board meetings was raised.

It was advised that while invited attendance may potentially be possible, routinely combining the two bodies was not considered desirable at this stage, particularly given the forthcoming governance review.

It was agreed that the role of the Council and its relationship with the Board should be considered more fully.

Action: Arrange a separate discussion regarding the role of the Council, meeting structure, objectives and the flow of information between Council and Board as part of the wider governance review.

12 2 Referee Development

The Board discussed referee development and the possibility of annual refresher training for Level 1 referees.

Previous discussions with Marcello regarding specific events were noted, although there is currently no formal national structure.

The potential need for a **Referees Committee/Commission** and a more structured referee development pathway was identified for further consideration. Martin Brammeld expressed interest in leading the project and was supported by the Board.

Action: Referee development and the potential establishment of a Referees Committee/Commission to be considered as part of future strategic planning.

13 Close of Meeting

There being no further business, the Chair thanked everyone for attending.

The meeting closed with acknowledgement of the work undertaken during the Board's first year and preparations for the forthcoming AGM.

Date of next Board meeting: 25 October 2026

Action Summary

Action	Responsible	Deadline/Timing
Submit Annual Report contributions	All Directors	As soon as possible
Complete and circulate Annual Report	Izzy	Before AGM
Add Declarations of Interest as standing agenda item	Secretary/Administration	Next meeting onwards
Finalise and circulate August financial reports	Izzy	When queries resolved
Continue pursuing outstanding receivables	Izzy/Finance	Ongoing
Provide Martyn's Law briefing	Jake	Next Board meeting
Develop and test ELO ranking system	Rankings Working Group	2027 development
Invite applications for ranked competitions	Rankings Working Group / Jake	2026
Review ranked-event criteria and Tournament Regulations	Rankings Working Group	Upcoming workstream
Circulate Tournament Regulations	Izzy	As soon as practicable
Consider membership requirement for ranked events	Rankings Working Group	Report back to Board
Develop sponsorship commission framework	Izzy	Circulate to Board
Continue assessment of replacement IT platform	Izzy/Management	Before March 2027 notice deadline
Arrange JustGo Board presentation	Izzy	Upcoming Board meeting
Recirculate safeguarding pack	Izzy	2026
Review safeguarding materials	Board/Safeguarding Team	Before rollout
Roll out safeguarding resources	UKBJJA	By end of 2026
Review Council/Board relationship and Council structure	Governance workstream	Governance review
Consider formal referee development structure	Board/Relevant working group	2027 planning