



# British Taekwondo Council

## Administration

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## MINUTES General Meeting Thursday 20<sup>th</sup> October 2022

Venue: M40 Hotel, Warwick

Time: 10:00-11:00am

Item					Action	Appendix
1	<b>Chairman's Welcome and Apologies</b> The Chair welcomed all members attending and advised of apologies received.					 BTC%20Attendance% 20Register.pdf
2	<b>Licence Report</b> The Treasurer reported that BTC memberships now stand at 26500. Pre-Covid we reached 35000 after the departure of UKTC, so we are still 8500 down but numbers seem to be increasing.					
	BTC Member Organisation	Registered Members	Voting Status	BTC Member Organisation	Registered Members	Voting Status
<b>Full:</b>						
	UK ITF		Full	GTUK		Full
	TAGB		Full	UKTA		Full
	BTF		Full	UKTDC		Full
	BITF		Full			
	TTA		Not applicable	ETF		Not applicable
	BTMA		Not applicable	TTF		Not applicable
	AETA		Not applicable	UKTI		Not applicable
3	<b>Approval of Minutes</b>					
	Minutes of meeting held on 17 <sup>th</sup> March 2022 were circulated for checked as to content and accuracy. No feedback was received so the <b><u>minutes are accepted as a true and accurate record:</u></b> Proposed: UKTA Seconded: BTF For: Unanimous					 BTC Minutes 170322.docx
4	<b>Matters Arising</b>					
17/03/22, 9.2	C Davies asked if Member Organisations had any pictures for inclusion in the BTC Parents in Sport Week leaflet for				All Member Organisations	Apr 2022

	<p>Facebook, website etc. Members are requested to send images to K Beddows in the first instance.</p> <p><b>19/10/22:</b> There had been no response to the above request. It was confirmed that the poster provided by C Davies had been sent out to all BTC Member Organisations with the Safeguarding Children in Sport information. As an NGB, BTC are required to evidence to NSPCC and Sport England that we are supporting their initiatives. There had been no posts on BTC Facebook.</p> <p>It is of concern that our conversations with Sport England are not backed up by evidence on BTC social media, which they do check.</p> <p><b>It was agreed</b> that each BTC Member Organisation assign responsibility to someone to liaise with BTC to share information and social media posts about their own events and BTC/SE/NSPCC initiatives.</p>	All Member Organisations	End Nov 22
<b>5</b>	<b>Secretary General's Report</b>	Sec Gen	
	No report given. All relevant items covered under other agenda items.		
<b>6</b>	<b>Treasurer's Reports</b>		
6.1	<b>Insurance</b>	Treasurer	
	<p>The Treasurer advised members of a significant change regarding holiday cover. If a BTC Registered Instructor is not available to provide teaching cover during a club instructor's absence due to holiday or illness, BTC insurers have agreed that, at no cost, a suitably experienced Black Belt with relevant technical skills and personal qualities may be approved by BTC to provide cover for up to a maximum of four weeks in a single period. A form will be available on the BTC website for club instructors to download, complete and submit to BTC for approval with support of the Member Organisation. <b>It was agreed</b> to trial this system for a year. Emergency cover, eg instructor held up on the way to the club, remains as was.</p>	DO All Member Organisations	End Nov 22 End Oct 23
6.2	<b>Finance</b>		
	<p>End of month reports were circulated to all members prior to the meeting detailing the situation 6 months into the year. Savings have been made in relation to stationery, travel and meeting costs due to most meetings being conducted by Zoom. <b>It was agreed</b> that expenses would be paid for attendance to this meeting. Members expressed a preference that AGMs are in-person meetings.</p>	Treasurer	
<b>7</b>	<b>ITF / Independent Liaison Officers' Reports</b>		
<b>7.1</b>	<b>Independent Liaison Officer Report</b>		
	Nothing to report.		
<b>7.2</b>	<b>ITF Liaison Officer Report</b>		
	Nothing to report.		
<b>8</b>	<b>Matters Arising – BTC Ltd</b>		

8.1	<b>CEO Report</b>	CEO	
	<p>The CEO reported that BTC had submitted their 6<sup>th</sup> month interim report to Sport England detailing the current position regarding the roll-over year, 2022-23. This was submitted under the TOL umbrella.</p> <p>TOL will be winding up from end March 2023. BTC and BT will then work directly with Sport England. BTC found it useful working with TOL as they provided an independent view and experience.</p> <p>2017-21 Yr4 figures were used for Sport England funding for the 2022-23 roll-over year, with an additional £30K for Governance to cover additional Development Officer resource.</p> <p>BTC are working with BT colleagues on a collaborative project, aiming to achieve the reintroduction of TKD to the GCSE PE Curriculum. This project, and that of gaining a deeper insight into the take-up, or lack of, Taekwondo activity, are two projects strongly supported by Sport England in the interests of Taekwondo as a whole. It is possible that Karate may be invited to participate at a future point.</p> <p>In response to a question about recognition and funding in the other home countries, it was confirmed that BTC's due diligence via the Systemic and Finance Partner process in England (changes to governance structure, the Board and Membership Services) will also be recognised in Northern Ireland, Scotland and Wales, and clubs able to apply for relevant funding programmes. This is the same for all sports. Most importantly, this recognition is about NGB status, not just funding.</p> <p>Members were advised that the TOL Chair had nominated BTC for a governance award in recognition of the work undertaken by the Board in the last year to bring about the changes to comply with the new Code of Governance. BTC have been shortlisted for the Governance Project of the year award 2022 along with BP, Guys and St Thomas NHS Foundation Trust, Legal &amp; General, Santander Asset Management U.K. Ltd, Shell PLC. This will be shared on the BTC Facebook.</p> <p>The front page of the BTC has been updated and the Identification page details the criteria for Registered Instructor accreditation for the information of facility providers and other interested parties.</p>		 BTC Report 2021.pdf   BTC Interim Report 260922.pptx
8.2	<b>Safeguarding</b>		
	<p>The BTC Lead Safeguarding Officer reported that BTC have completed the NSPCC <b>Safeguarding Children in Sport Framework</b> Review and achieved Advanced Standards.</p> <p>Member Organisations were advised of clubs which are due to renew their Safeguarding Code in Martial Arts accreditation.</p> <p>Association Safeguarding Officers will be advised of a date for Safer Recruitment Training.</p> <p>BTC are working with Sport England and the Ann Craft Trust (ACT) to complete the <b>Safeguarding Adults in Sport Framework</b>. There is a new BTC Safeguarding Adults Policy and training on Domestic Abuse Awareness will be rolled out. Licenced links will be sent to everyone attending today to complete the 10-15 minute online course which produces a certificate when completed. BTC need to complete the</p>	<p>Member Organisations</p> <p>Association Safeguarding Officers</p> <p>All attendees</p>	<p>End Nov 22</p> <p>End Nov 22</p> <p>End Dec 22</p>

	requirements of this framework by end March 2024. This is a requirement for all NGBs.	BTC Lead Safeguarding Officer	End Mar 24
<b>8.3</b>	<b>Tutors / Registered Instructors / Coach Development</b>		
8.3.1	BTC Tutor Updates/Registered Instructor Courses 2022		
	Nothing to report.		
8.3.2	Instructor Training Day		
	Sessions will be delivered online this year. Next year, in-person sessions will include TTL, Basic Safeguarding Awareness, Equity and Adult Safeguarding.	Training Officer	On-going
8.3.3	BTC Coaching/Instructing Award		
	2023 will see the delivery of an updated Registered Instructor course. The course will be ready for delivery by the end of January (UKTA course date). Arrangements for BTC Tutor update sessions by Zoom will be advised.	Exec Team	Dec 22/Jan 23
<b>8.4</b>	<b>UK Anti-Doping</b>	CEO	
	No updates to report.		
<b>9</b>	<b>Any Other Business</b>		
<b>9.1</b>	<b>Social Media – What goes on BTC Facebook?</b>		
	<p>M Dew raised a concern that individual clubs were using BTC social media to promote themselves and sought clarification on BTC policy.</p> <p><b>It was agreed</b> that BTC would write a policy to clarify that BTC social media is to promote BTC activities, BTC Member Organisation national and international events. Individual clubs would be promoted by their own BTC Member Organisation. BTC can better promote what we do for Member Organisations, instructors and clubs. All Member Organisations were again requested to send information, reports, photographs, posts, etc, to M Brunger:</p> <p><a href="mailto:matt@tkd.co.uk">matt@tkd.co.uk</a></p> <p>01895 4599....</p> <p><b>It was further agreed</b> that the list of BTC Membership Services and Member Organisation contacts be updated and circulated to members.</p>		
<b>9.2</b>	<b>BTC Ltd Board Changes</b>		
	In line with the new Articles of Association, the BTC Ltd Board will be restructured for the new year commencing April 2023. BTC Member Organisations with 1000+ members are eligible for a place on the Board, smaller organisations will be represented by an elected Board member. All nominees will undertake the due selection, recruitment and induction process, initiated by their expression of interest, CV and completed Skills Matrix. Application is no guarantee of success. The skills mix in the Board must fit with the Tier 3 requirements of the Code of Sports Governance 2021. One eligible organisation has not put a candidate forward, two		

	<p>others have made nominations, one has provided their CV and Skills Matrix, the other is awaited.</p> <p>Current Board members, T Nicholls, K Beddows, K Walton, L Heyes and D Oliver, will complete their tenure at the end of March 2023. R Sergiew and M Prewett remain on the Board due to their international representation. M Brunger and T Humphries also remain on the Board. Advertisements for the roles of Independent Non-Executive Chair and Independent Non-Executive Director have been advertised, with no responses yet.</p>		
<b>10</b>	<b>Date of Next Meeting</b>		
	<p><b><u>It was agreed</u></b> that dates for four meetings in 2023 be agreed in advance, the meeting with the AGM face to face, others by Zoom.</p>		