**MINUTES**

**General Meeting**

**Monday 9th November 2020**

Venue: Teams Teleconference

Duration: **10:00-11:18**

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| **Item** |  | | | | **Action** | **Appendix** |
| **1** | **Chairman’s Welcome and Apologies** | | | | Chair |  |
| **2** | **Licence Report** | | | | Treasurer |  |
|  | 50% down on last year due to COVID-19 pandemic, numbers improving consistently and almost in line with normal expectation for recent months. New lockdown impact unknown. Thanks to all Member Organisations for supporting BTC and memberships. | | | |  |  |
| **BTC Member Organisation** | | **Registered Members** | **Voting Status** | **BTC Member Organisation** | **Registered Members** | **Voting Status** |
| **Full:** | | | | | | |
| UK ITF | | 2610 | Full | GTUK | 772 | Full |
| TAGB | | 14494 | Full | UKTA | 1441 | Full |
| BTF | | 1292 | Full | UKTDC | 636 | Full |
| BITF | | 871 | Full |  |  |  |
| **Provisional:** | | | | | | |
| TTA | | 211 | Not applicable | ETF | 408 | Not applicable |
| BTMA | | 257 | Not applicable | TTF | 327 | Not applicable |
| AETA | | 421 | Not applicable | UKTI | 50 | Not applicable |
| **3** | **Approval of Minutes** | | | |  |  |
|  | Minutes of meeting held on 9th July 2020 were checked for accuracy and content and agreed as a true and accurate record:  Proposed: UKTA  Seconded: BITF  For: Unanimous | | | | Chair |  |
| **4** | **Matters Arising** | | | |  |  |
| **4.1** | **BTC Tournament** | | | | UKTA/TAGB/UK ITF |  |
|  | As tournaments are unlikely to be scheduled until the latter half of 2021, the Council members considered the merits of a virtual tournament.  It was suggested that an event bringing together the champions of divisions from each Member Organisation would provide for a quality and manageable competition.  **It was agreed** that the review of tournaments reveals that every Member Organisation is running their own events, which satisfies the competition appetite of members. | | | |  |  |
| **4.2** | **BTF / BITF Transfer** | | | | ITF Liaison Officer |  |
|  | G Miller and W Brown thanked the parties involved for the timely resolution of the matter discussed at the last meeting. | | | |  |  |
| **4.3** | **SCoT Update** | | | | Sec Gen |  |
|  | There has been no direct contact or update from SCoT. It is known that, to date, SCoT have only collected a one-off fee but no further membership fees. BTC Member Organisations with representatives in Scotland will check and advise.  In light of the differing criteria for Return to Play in Scotland, England, NI and Wales, BTC has requested of Sport England and DCMS that England be permitted to align with **sport**Scotland, ie U18s permitted to do pad work and sparring. | | | |  |  |
| **5** | **Secretary General’s Report** | | | | Sec Gen |  |
|  | The Secretary General reported that Instructor application forms have been received which raise concerns in terms of dates (since course, prior to submission to BTC) and not being fully completed (Basic Safeguarding Awareness and First Aid certificates), and requested guidance from Council Members as to a consensus of opinion and/or need to form a sub-committee to review and update the BTC policy and procedures if required.  The Council Members confirmed their understanding that BTC Verifiers should ensure that all forms are fully completed and signed, including dates of Basic Safeguarding Awareness and First Aid certificates. Also that BTC Professional Indemnity Insurance is only valid with a First Aid certificate. Anyone other than a club instructor providing first aid cover under their professional accreditation may not attend every session and runs the risk of losing their job if they are accused of malpractice in a different setting, eg nurses, doctors, etc.  BTC have recently run four First Aid courses. These can be arranged with a minimum of 10 attendees.  Safeguarding training is preferred face-to-face and BTC requires these every 3 years. The NSPCC criteria is at least one course to have been attended face-to-face, which alleviates the challenges posed by the pandemic.  Discussion included who can purchase BTC PII, the need for assistant instructors who are not BTC Registered Instructors to assist Registered Club Instructors in the event of holiday, illness, etc. It was expressed that anyone other than a BTC Registered Instructor teaching sessions unsupervised may give parents, carers and schools cause for concern, and the issue of liability in the event of something going wrong. Enhanced DBS checks can only be sought for those individuals meeting the ‘regulated activity’ criteria.  **It was agreed** that anyone applying for Indemnity insurance must be verified by their Member Organisation and, if not a Registered Instructor, provide a Self-Declaration (template available in the BTC Safeguarding Policy). Further, that all Member Organisations should maintain a database of instructors’ First Aid qualification expiry dates and prompt timely renewal. | | | |  |  |
| **6** | **Treasurer’s Reports** | | | | Treasurer |  |
| 6.1 | **Insurance** | | | | Treasurer |  |
|  | The Treasurer has confirmed with the BTC insurers that public liability and indemnity insurance are now £10M for each, with no cost implication. A new application form has been prepared. Member Organisations/Verifiers are requested to use new form, not old ones.  As previously advised, the insurers have agreed an extension to Professional Indemnity Insurance to 30 June 2021.  In regard to member-to-member insurance, it is up to each Member Organisation to extend if they choose to do so, BTC will cover members. | | | |  |  |
| 6.2 | **Finance** | | | | Treasurer |  |
|  | The Treasurer reported that BTC has a more secure financial footing than we have ever had, but warned that the ‘rainy day’ has come. BTC is prepared with reserves, £173,000.00, and outgoings considerably reduced, especially in regard to travel and meeting expenses.  168 instructors have received the Registered Instructor course since the April lockdown, which is positive. | | | |  |  |
| **7** | **ITF / Independent Liaison Officers’ Reports** | | | |  |  |
|  | * **Independent Liaison Officer** | | | |  |  |
|  | * Gen Choi’s 102nd birthday today. * WB – thanks to all parties for their co-operation in resolving the issue reported at the last meeting. | | | |  |  |
|  | * **ITF Liaison Officer** | | | |  |  |
|  | No report given. | | | |  |  |
| **8** | **Matters Arising – BTC Ltd** | | | |  |  |
| 8.1 | **Tutors / Registered Instructors / Coach Development** | | | |  |  |
|  | See 5 above. | | | |  |  |
| 8.1.1 | **Coaching accreditation** | | | | Coaching Director |  |
|  | The Coaching Director reported the delayed start to the L2 award. It is hoped that we can kick off on next Instructors Training Day. The award needs a face-to-face day. | | | |  |  |
| 8.1.2 | **Instructor Training Day** | | | | Coaching Director |  |
|  | Next date to be confirmed in the new year. | | | |  |  |
| 8.3 | **UK Anti-Doping** | | | |  |  |
|  | Nothing to report. | | | |  |  |
| 8.4 | **Sport England External Audit (BDO)** | | | |  |  |
|  | BTC Ltd full audit took place more than a year ago and we still await the report.  BTC Ltd’s Sport England liaison officer advises that how we operate, what we do, and our being fit for purpose must be assured as we are in receipt of funding. The current strategy period has been extended automatically by one year, March 2022 period end.BTC Ltd have received the full year’s payment in two payments (BTC Ltd). The BTC Ltd CEO advised Council Members that this funding supports officers’ fees, not membership, different pots and that Sport England have no jurisdiction over BTC accounts.  Sport England and UK Sport are undertaking a review of the Code of Governance. Directors have been attending online governance and digital marketing courses in preparation for the work required to address the issues which require a renewed focus, ie female and BAME representation, Diversity, and Equity. BTC Ltd struggles to tick all the boxes, despite policies being fit for purpose. | | | |  |  |
| **9** | **Any Other Business** | | | |  |  |
| **9.1** | **COVID-19** | | | |  |  |
|  | There was lengthy discussion about the contradictory advice and guidance received from different government departments (What you can do, Schools), as well as different countries. The Vice Chair undertook to send the Secretary General a link regarding physical activity in schools.  **It was agreed** that the Secretary General would post information with links to each home country website regarding funding, national, country and regional guidelines, etc, in a positive message, recognising the good work and loyalty of its instructors.  Member Organisations were requested to disseminate BTC information to instructors in a timely fashion.  The UKTA representative sought clarification regarding clubs which would appear to be breaking the rules about outdoor and indoor teaching, doing basic drills on the spot and patterns, and many others which are doing sparring, pad work. The Secretary General confirmed that these are non-NGB clubs, and the activity is illegal. Different rules in different countries, U18, U11s, family bubbles permitted do make it difficult but the Combat Sport NGBs, Karate, Boxing, Judo, Taekwondo, Fencing and Wrestling (these last two in particular) are really struggling but the Sport England and DCMS directive is clear, no pad work or contact, or no funding.  The Council Members agreed that we should continue to work together to keep everyone safe and get through this as quick as we can. The BTC are committed to the safeguarding of our members and their families and community by observing the rules. Instructors are providing Zoom sessions, doing more work, more hours, to support parents wanting to keep children active. | | | |  |  |
| **9.2** | **ITC – Complaints** | | | |  |  |
|  | The Secretary General reported the recent public statements made by ITC, not only in their claim to NGB status, but their contact with DCMS. The Secretary General had challenged these claims, reporting them to Sport England and DCMS, and they were swiftly removed. TOL has been commissioned to take up the challenge and bite, not just bark.  There was discussion about BTC’s response to ITC, should we challenge them, possibly leading to litigation, or monitor and let them fade away. In response to the query, it was confirmed that Sport England, **sport**Scotland, NIdirect and sportWales confirm NGB status via their application and accreditation process.  It was reported that ITC have contacted BTC members direct to draw them away from the BTC.  **It was agreed** that all BTC Member Organisations and Registered Instructors should respond to any advances by asking if they are a Sport England partner, and that BTC will issue a statement on social media and websites celebrating the benefits provided to instructors in the BTC by way of NGB accreditation and visible database, Enhanced DBS, training, Advanced Safeguarding Standards, First Aid, coaching awards, Sport England and DCMS recognition, etc. | | | |  |  |
| **9.3** | **Note of Appreciation** | | | |  |  |
|  | The BITF representative expressed the Council’s thanks for work done for and on behalf of the NGB, it does not go unnoticed. | | | |  |  |
| **10** | **Next Meeting** | | | |  |  |
|  | **It was agreed** that the next meeting be scheduled for January 2021 and the December date be cancelled. | | | |  |  |

**General Meeting**

**Monday 9th November 2020**

**SUMMARY OF ACTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | | **Who** | **When** |
| 051219, 8.1; 050320, 8.1: | Safeguarding Code in Martial Arts – update and next steps. Report on Association Safeguarding Officers update training April 2020 | Safeguarding Lead/CEO | Oct 20 |
| 051219, 8.3.1 | Coaching award and qualification of BTC tutor/assessors – update on costing and tutor/assessor training | BTC Ltd | Sep 20 |
| 051219, 8.5 | Sport England External Audit (BDO) – update | BTC Ltd | Dec 20 |
| 090720, 4.1 | BTC Tournament | UKTA, TAGB, UK ITF | Dec 20 |
| 051219, 9.2 | Female participation initiatives | All Member Organisations | Dec 20 |
| 051219, 9.4 | BTC representation on SCoT | Sec Gen | Dec 20 |