

ITAI DOSHIN AIKIDO CLUB



The Constitution

Version 4.0



Revision History

Version	Revision Type	Change Summary	Author
V0.1	Draft	Initial Draft	Tony Waknell
V1.0	Final	<ul style="list-style-type: none">B.A.B Insurance policy numbers added to Section 11Number of General Committee members changed from 3 to 'up to 3'	Tony Waknell
V2.0	Final	<ul style="list-style-type: none">Dissolution clause added as suggested by Sport England during grant application processClub and Member Insurance section updated to reflect renewal	Tony Waknell
V2.1	Draft	<ul style="list-style-type: none">Child Protection Section added	Tony Waknell
V3.0	Final	<ul style="list-style-type: none">Added Owari Aikikai LinkageUpdated BAB Club insurance certificate numberMinimum student age updated	Tony Waknell
V3.1	Draft	<ul style="list-style-type: none">Updated Club insurance details	Tony Waknell
V4.0	Final	<ul style="list-style-type: none">Updated Use of Data Protection and GPDR section	Tony Waknell

Distribution List

Name	Date Issued
All Members (Parent of Juniors)	14/03/2020
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1. Name

The name of the club will be Itai Doshin Aikido Club hereinafter known as the Club.

2. Organisational Status

The Club is a non-profit making martial arts club whereby any surplus funds are to be devoted to the Club's aims and objectives. The Club is directly linked with the Owari Aikikai organisation in Japan who are registered directly with the Hombu (Aikikai Headquarters).

3. Aims and Objectives

- a) To promote Aikido in the community and encourage new members to experience this Japanese martial art
- b) Create a sporting habit for life that can contribute to an individuals' well-being and general fitness
- c) Provide a safe environment in which to practise
- d) Ensure all instructors are fully qualified with a coaching qualification obtained from a qualified body
- e) To administer and safeguard the assets and liabilities of the Club and to fund the activities of the Club primarily through membership subscriptions to ensure the Club's viability and future growth

4. The Committee

The affairs of the Club shall be administered by a Committee consisting of not more than six persons, which shall determine the subscriptions payable by the members of the Club, and have ultimate responsibility for the activities of the Club.

The committee will comprise the following Officers:-

- Chairman
 - Secretary
 - Treasurer
 - Up to 3 General Members
- a) The Chairman, the Secretary and the Treasurer shall each be a member of the Club and the Chairman would normally be a Dan grade of the Club
 - b) Members of the Club shall at all times make up the majority of the members of the Committee
 - c) All Committee members must be unrelated and not cohabiting
 - d) The Committee shall have control of the funds and property of the Club, and of its administration
 - e) The quorum for a Committee meeting shall be four members present in person
 - f) When any financial business of the Club is to be transacted there must be present the Treasurer, or a member of the Committee deputised by the Treasurer to represent his/her views to the Meeting.
 - g) The members of the Committee shall be elected by the members of the Club annually, and shall be eligible for re-election
 - h) The members of the Club shall not appoint any individual to hold more than two Offices at a time
 - i) If during the period between the annual elections to Offices and vacancies occur amongst the members of the Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-optation.
 - j) Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her successor in Office (or to another member of the Club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which



may be in his or her possession and must complete any requirements to transfer authority relating to control of the Clubs bank accounts, building society accounts, or other financial affairs.

- k) The Committee shall have the power to make regulations in accordance with this Constitution, and to settle any disputed points not otherwise provided for in this Constitution. Any alteration to this Constitution shall require the approving vote of two-thirds of those present in person or by proxy at the Annual General Meeting (AGM)
- l) No member of the Committee shall be removed from office except by the approving votes of two-thirds of those present in person or by proxy at the AGM
- m) A meeting of the Committee can be called by any Committee member whenever deemed necessary

5. Responsibilities of the Chairman

- a) The Chairman has the right to preside at all meetings of the members of the Club and at all meetings of the Committee. Should the Chairman be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.
- b) The Chairman will have the casting vote on any matter in the event of a tied vote
- c) The Chairman, along with the Committee, will always place the interests of the Club and its members at the centre of all decisions made

6. Responsibilities of the Secretary

- a) maintain a register of the members of the Club
- b) schedule the Club AGM and give notice of meetings to the members and the Committee
- c) draw up minutes of those meetings and distribute to the Committee
- d) distribute Committee Officer election nomination forms to club members for the next AGM
- e) notify the members promptly following the appointment and resignation or removal of Office Holders and other members of the Committee
- f) advise the members promptly of any changes in the Constitution and distribute an updated copy
- g) administer insurance procurement for all members including instructors and students
- h) inform the members if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts

7. Responsibilities of the Treasurer

- a) operate a bank account for the Club funds with two signatories required for outgoing funds
- b) keep proper records of the Club's financial transactions
- c) ensure that bills are paid and cash is banked in a timely manner
- d) prepare an annual budget for the Club and regularly inform the Committee of progress against that budget
- e) make all records, procedures and accounts available to the Committee on request

8. Annual General Meeting (AGM)

All members of the Committee must attend the AGM or be deputed by another Committee member.

The purposes of the AGM shall be:

- a) To review the Minutes of the last AGM and deal with any matters arising therefrom
- b) To review the accounts of the previous year
- c) To review membership of the Club from the previous year
- d) To receive reports from Officers for the preceding year and, where necessary, deal with any matters arising



- e) To elect Officers for the current year
- f) To notify which Officers are due for election at the following AGM
- g) To approve changes to the Constitution

9. Equal Opportunities Policy

- a) The Club is committed to the equality of opportunity for all teachers & students
- b) Our policy is to ensure that everyone is treated equally regardless of race, Religion, ethnic or national origin, sex, sexual orientation, disability, family circumstances, marital status, age or any other reason whatsoever
- c) All members are responsible for ensuring that this policy is adhered too
- d) Instructors will be expected to take a positive lead in ensuring this policy is maintained and visiting students will be expected to follow this lead

10. Health & Safety Policy

The Club is committed to ensuring the health & safety of all practitioners and is maintained at all times within the confines of the dojo whereby;

- a) Instructors will constantly assess premises to identify any risks or hazards
- b) Instructors must make all new students aware of exits & fire regulations
- c) A qualified First-Aider should always be present either within the Club or provided by the venue in which the dojo resides for the purposes of training
- d) Instructors retain the right to stop the class or refuse admission to anyone who fails to consider the health & safety of themselves and partners
- e) All injuries are to be reported to the instructor and recorded in the Club accident book
- f) Instructors & students must take precautions to avoid potential dangers by;
 - Ensuring changing facilities and tatami are clean and tidy and free of any foreign or dangerous objects
 - Encouraging cleanliness and hygienic behaviour at all times
 - Exercise common sense & always maintain your own & partners safety, particularly in a crowded dojo

11. Club & Member Insurance

- a) The Club shall administer registration and renewal of membership, fees and insurance
- b) The Club shall administer renewal of instructor insurance to include public liability cover of £5,000,000
- c) All insurance is provided via the Independent Martial Art Sports Association (IMASA)

Michael Higgins (2nd Dan Black Belt & Dojo Cho)

Policy Nos.: 32/SZ/17940485/01/70811618

Insured: Michael Higgins – Instructors Insurance

Cover Period: 02/01/2020 to 01/01/2021

Activities: The Martial Art of Aikido including Training/Practising as stated on the Certificate of IMASA Membership & Insurance

Insurers: Allianz PLC via Agent: Towergate

Tony Waknell (2nd Dan Black Belt & Senior Instructor)

Policy Nos.: 32/SZ/17940485/01/69625660

Insured: Tony Waknell – Instructors Insurance

Cover Period: 02/01/2020 to 01/01/2021

Activities: The Martial Art of Aikido including Training/Practising as stated on the Certificate of IMASA Membership & Insurance

Insurers: Allianz PLC via Agent: Towergate



Wawrzyniec Setlak (2nd Dan Black Belt & Instructor)

Policy Nos.: 32/SZ/17940485/01/70800131

Insured: Wawrzyniec Setlak – Instructors Insurance

Cover Period: 02/01/2020 to 01/01/2021

Activities: The Martial Art of Aikido including Training/Practising as stated on the Certificate of IMASA Membership & Insurance

Insurers: Allianz PLC via Agent: Towergate

Michael Williams (1st Dan Black Belt & Instructor)

Policy Nos.: 32/SZ/17940485/01/70799934

Insured: Tony Waknell – Instructors Insurance

Cover Period: 02/01/2020 to 01/01/2021

Activities: The Martial Art of Aikido including Training/Practising as stated on the Certificate of IMASA Membership & Insurance

Insurers: Allianz PLC via Agent: Towergate

Club Students

All members of the Club will purchase annual Club Membership and Insurance whereby insurance is also provided via IMASA and administered by the Club Secretary.

12. Coaching Qualifications

All 'active' instructors must have an approved Coaching qualification, typically recognised by Sport England or other professional body.

There are 3 levels:

- Coach Level 1 (CL1) or equivalent
- Coach Level 2 (CL2) or equivalent
- Coach Level 3 (CL3) or equivalent

13. Club Membership & the Right to Practise

- a) Club members will pay monthly fees in advance and their annual membership (includes insurance) to obtain cover through IMASA
- b) Club members must be a minimum of 7 years old unless an exception is agreed by the Committee
- c) Club members must adhere to the health and safety policy outlined in this Constitution
- d) Club members have the right to call a Club members meeting at any time but must invite one Committee member to record the minutes
- e) The teaching instructor has the right to refute a members right to practise if they do not conform with the health and safety policy and under such circumstances, the member does not have the right to reclaim monthly fees for the class(es) affected
- f) Any appeals against action taken by an instructor should be made in writing to the Secretary within four week of any such occurrence. The Chairman will convene a 'special meeting' to review the appeal alongside the Committee and a written statement will be provided to the member within four weeks of said 'special meeting' confirming the outcome of the meeting. The Committee's decision in relation to any 'Appeal' case is final and a second appeal is not permitted.

14. Student Development

- a) Club instructors will continually assess student's development
- b) Each time a student trains it will be recorded & the time will be credited towards their next grading
- c) Club grading for kyu grades will be conducted by a qualified Instructor



- d) Students may be given a club membership book where grading & courses attended will be recorded by an Instructor
- e) Students will be encouraged to attend relevant courses
- f) Students will be given a copy of the grading syllabus to ensure they are aware of what will be required prior to the grading
- g) During & after each grading the student will be given the opportunity to discuss with the examiner any points of the grading
- h) Students will be issued with a certificate confirming their new grade following a successful examination
- i) Instructors will be encouraged to attend relevant courses to maintain the standard of teaching

15. Child Protection & Safeguarding

The Club will perform all reasonable steps to protect children and their development and provide an environment that encourages learning and respect.

This includes the following commitments:-

- A DBS checked Instructor at each class that includes children under 18yrs
- An Instructor at each class who has completed a Safeguarding & Protecting Children (SPC1) and who holds a Coach Level 1 qualification or equivalent
- A Club Child Welfare Officer
- A safe environment in which youngsters can practise Aikido
- Suitable floor matting to minimise the risk of injury during throwing and take-down techniques
- An environment free of bullying
- An environment of encouragement
- An environment of fun whilst learning
- Instruction based on a syllabus designed for youngsters i.e. awareness of joint development
- Respect of youngsters and their feelings
- Welcome parents to stay and watch for all or part of the lesson

Annual parental consent for areas like photography/video will be requested of parents/guardians and a photographic/video policy adhered to. If attending seminars hosted by other Clubs/Organisations, the Club will take all reasonable steps to ensure the protection and well-being of Club members.

Child Welfare Officers for the Club are Michael Higgins and Tony Waknell.

16. Grading Requirements

A grading in the Club represents only a small part of student progression as on-going assessment is applied. The ability to perform technical aikido for a short period at a grading is secondary to a student's strength of character, commitment, spirit and their will to give up time to help others. All these attributes are far more important and deliver a way of life that is to be promoted and regular practise in the art of Aikido can be used to develop such attributes within an individual.

17. Data Protection and GDPR

The Club is committed to abide by the 1998 Act and any subsequent amendments related to the protection of members personal data. Please review our Privacy Policy on our website for the current statement in relation to use of data. (<https://www.itaidoshin.uk/privacy-policy>).



18. Club Dissolution

The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

- a) The committee may be dissolved by a resolution passed by a majority of members present and voting at a special meeting convened for the purpose
- b) Any assets remaining after the settling of any debts and liabilities shall be applied towards charitable bodies within the Taunton or Bridgwater area, which have similar aims to those of the committee. Such charitable bodies to be decided and approved by the aforesaid majority.