

ENGLISH KARATE FEDERATION BOARD MEETING

Venue: Theobalds Park Hotel

Address: Lieutenant Ellis Way Cheshunt

Herts EN7 5HW

Sunday 12th April 2015 @ 11.00

Present	Michael Billman (MB) President Steve Coupland (SC) Chris Thompson (CT) Ivor Thomas (IT)	Ticky Donovan OBE (TD):Vice President Sarah Knight (SK) Michael Dinsdale (MD): WKF representative John De Bono (JDB)
	Mike O Brien (MOB): in attendance	Ian Stebbings (IS): in attendance
Chair Minutes taken by	MB SK NB agenda items were taken out of order due to some changes and all actions appear on action sheet attached. The meeting commenced at 11.10	
Agenda item	Discussion	Actions (action plan ref)
1) Apologies	Mark Symonds (MS)	
2) Ian Stebbings update	<p>IS updated the board members on the various legal/discipline matters currently being managed by EKF committees.</p> <ol style="list-style-type: none"> 1) WKF complaint re BUCs competition and 21.9 breach. Disciplinary and legal commission set up and led by a barrister. The investigation and report was extensive. Outcome: the complainee had done everything in their power to avoid breaches but as registration to completion was using an internet portal, non EKF members were able to enter. Complainee could not have anticipated this and was not responsible for registrations. There were learning objectives which the EKF should note. Agreed by committee that a warning letter would suffice. The documents produced through investigation are subject to legal privilege. Case closed. 2) Update on current police matter given to board and clarity to legal status. Further update in May. Several board members asked questions regarding this legal status to ensure they are very clear on current situation. 3) Risk assessment for nationals. IS stated that a risk assessment should be completed but the main assessment should be done on the venue and conducted by the venue. The additional sections were for anything the EKF would be taking to venue; SK confirmed that Ponds Forge put mats and tables in place. IS gave further advice on what may be required in the risk assessment. 4) Athlete subject to anti-doping rules. Further panel set up to review. Outcome: 14 month suspension back dated to the 23rd December. Issue that the national coach had imposed a ban. IS reiterated that coaches have no jurisdiction to impose ban ahead of hearing and that the EKF have to be very careful not to override legal procedures. IS said EKF should do all in their power to ensure ban is served covering training or teaching. <p>IS asked if any other questions.</p> <p>MD asked if the board are happy with penalties imposed to people. IS stated that is irrelevant, that it is the DLCs responsibility to impose, not the board.</p>	

	Coffee break taken at 12MD							
3) National Coach update	<p>Commenced at 12.25 WT gave an update of general themes. At the recent Gallipoli event in Turkey there were 5 teams in total, with squads averaging about 50.</p> <p>WT is working on talent ID, bringing on new athletes. There were 7 new athletes at the Europeans. Current gaps in ladies under 50k and men's heavy weight. WT also reinforced that at times squads need more than 1 coach, and ask the board to consider this for future events.</p> <p>Europeans and Worlds: Athletes underperformed although some good individual performances highlighted. WT stated there are 12 squad training sessions a year and those selected attend for additional sessions. WT felt squad are plateauing in terms of performance. On squad days, although they break down into different groups, there are still quite large numbers. WT has proposed that seniors are separated from younger members to increase coach to athlete ratio.</p> <p>WT proposed a scholars programme to support degree students and those doing GCSEs and A levels. Working a little bit closer with these athletes to support them through study and training. We have such a small pool WT is trying to find ways to be more proactive in this age group. WT felt we are losing students through this age range and felt being more proactive may retain some students.</p> <p>SK JDB and CT all asked questions and supported ideas. MB asked that WT put more formal proposition forward. (1:1)</p> <p>MB asked about selection of injured athletes. WT stated that all injuries are fit and well when selected.</p> <p>TD stated that world championships goes into school time and requested that a letter is sent to schools stating that they are selecting. SC stated that the child could approach their school to state they are going for selection. Agreed that a letter would be sent after selection. (1:2)</p> <p>Regional coaches. WT wants to suggest a list of names that could be proposed as part of coaching process. WT wants to work with them to have coaching workshops and meetings. Regional coaches, national coaches and selected other coaches. Meetings would happen 3 times a year. He would ask the board to pay for the venues and additional fees for himself.</p> <p>WT stated he needs 3 coaches for the worlds. He also feels these coaches should take on some of the chaperone duties and the coaches should be responsible for evening chaperone duties. TD stated this would help in the warm up areas.</p> <p><u>List of regional coaches</u></p> <table border="1" data-bbox="376 1816 1353 1973"> <thead> <tr> <th data-bbox="376 1816 711 1850">North</th> <th data-bbox="711 1816 1042 1850">Midlands</th> <th data-bbox="1042 1816 1353 1850">South</th> </tr> </thead> <tbody> <tr> <td data-bbox="376 1850 711 1973">Paul Newby Frank Pullano (admin and support)</td> <td data-bbox="711 1850 1042 1973">Paul Harries Stennett Harvey</td> <td data-bbox="1042 1850 1353 1973">Andy Michaelides 2 other coaches being proposed: Jamie Jewell & Alton Brown</td> </tr> </tbody> </table> <p>MB asked if Midlands includes Essex, WT said yes, and MB asked for it to be</p>	North	Midlands	South	Paul Newby Frank Pullano (admin and support)	Paul Harries Stennett Harvey	Andy Michaelides 2 other coaches being proposed: Jamie Jewell & Alton Brown	<p>Action plan 1:1</p> <p>Action plan 1:2</p> <p>Action 1:3</p>
North	Midlands	South						
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	<p>changed, particularly as midlands has over 50 members compared with 20 in the southern region. MD has already suggested new geographical borders to take Essex out of Midlands. MB asked WT to restructure boundaries and present to board. (1:3)</p> <p>SC asked about someone to support Paul Newby, WT suggested Mat Price. WT to approach Mat Price. (1:4)</p> <p>WT said in Jan 2016 he would like to do an International for Juniors and cadets, located in Barnsley. MD said we should be having an international and invite France over. Could we merge the 2? (1:5)</p> <p>WT stated the plan for the German, Paris and Austrian (k1) open for 2016 will be to take official squad and take 2 coaches there. Athletes will be self-funded, and will be classed as England team. Maybe to have an England badge and championship badge.</p> <p>SC stated that regionals would like to do an inter-regional match, MB stated perhaps after restructure (1:6)</p> <p>SK asked about talent spotting and WT said he was attending the nationals and we can do something to promote national coach and advise athletes that WT is there talent spotting.</p>	<p>Action 1:4</p> <p>Action 1:5</p> <p>Action 1:6</p>
<p>4) Minutes of previous meeting: Accuracy</p>	<p>All agreed Matters outstanding: JDB has confirmed that he has asked SiC for the updated Blitz contract. No other matters arising Updates:</p> <ul style="list-style-type: none"> • JDB stated that DS sent an e-mail regarding UK anti-doping, MS has put his name forward, JDB will speak to organisation. • Contractor's contracts: MB said contracts will be reviewed after Baku. (8:1) • MB asked CT about club certificates. CT said they are with printers and can be processed. (5:1) 	<p>Action 8:1 Action 5:1</p>
<p>5) TD update on kata</p>	<p>TD updated the board on current kata team. In regard to the Europeans, TD stated he had anticipated 1-2 medals but this had not been achieved TD stated selections for Junior Worlds in 2/52 time. TD stated he is not sure yet how many athletes he will select but asked for some financial support towards travel and that it is a set amount per squad and not per athlete.</p> <p>SC proposed 2k for <u>support</u> to kata team. Seconded by MB. MB also stated there is only one coach and this may be an issue if competitors on at the same time. TD stated that he may ask for an additional coach depending on numbers selected. To be reviewed prior to event.</p> <p>SK asked that this is considered for kumite also, MB stated that WT can approach and ask for same support. SK asked that this financial support is announced before selections so that athletes who may struggle financially know there is support should they be selected.</p> <p>TD also stated that he will be at the nationals next week to scout, and that support can be announced at that point. SC to let WT know if this arrangement and put same request in for kumite (1:7).</p> <p style="text-align: center;">Comfort break at 13.25, resumed at 13.35</p>	<p>Action 1:7</p>
<p>6) Treasurer's report MOB</p>	<p>MOB recounted a list of problems he had encountered with opening the new account both in terms of getting documentation back from directors and with Barclays. MOB informed the board that following a formal complaint Barclays have compensated the EKF £225. MOB is putting systems in place to try and</p>	

	<p>make banking easier for the EKF. MOB informed that the new account is now open with Lloyds. Everyone has now signed mandate form, and MOB will take mandate form into bank tomorrow. Notice will have to go out to all members with new account details. Old account will be kept open for a while to ensure that any remaining cheques will go through.</p> <p>MOB was commended and thanked on all he has done to open this account.</p>	
7) Referees report DG	<p>Dale gamble was welcomed to the meeting. DG stated that the new proposed structure for paying referees was not clear. SK clarified that at the last board meeting it was agreed free courses but no payment for EKF competitions; however the nationals in 2015 would still be a paid event for referees.</p> <p>Nationals planning: IT said this is the first of this prestigious event, and let's learn and move forward. DG asked about whether there adequate security and crowd control at event. TD said again this is about the risk assessment. SC said there will be less people and also less mats, therefore should be better control. IT says he has spoken to Paul Campbell (PC) who has said he is providing door staff. TD asked again about t-shirts. SK stated this had been agreed and SiC was due to be sorting. This hasn't been done. SC stated he would try and order t-shirts for this weekend's nationals. DG stated that we have 67 referees for nationals next week (2:1)</p> <p>Referees courses: DG said we have North and South courses. Attendance at North courses is much more than South. DG stated referee's course should be in a suitable venue and requested the current room to be changed to an alternative room which was a little more expensive. All board members agree that DG can book the alternative room.</p> <p>DG asked about International open. SC stated that he had emailed board with Crystal Palace details. Issues with mats and seating. DG said we can hire mats. DG said he thinks one area is about £300. DG to look at international issues and put proposal to board. SC suggested UEL as a venue and will get price and feedback to board (2:2)</p> <p>Referee registration: DG stated there is a 200 euro charge for European referee registration and that there are a potential 13 referees on books. Furthermore there is a world charge of 200 Swiss francs, payable every 4 years. Agreed that the EKF would pay these charges for the referees. The process will be that a referee pays and sends an invoice for reimbursement. DG will send through list of referees selected to go to Europeans to board. (3:1)</p> <p>DG asked that we ensure the Kyu grades not to clash with other key events. This applies to all events. We need a year planner on calendar. SK to ask web designer to year planner on calendar page and DG and board members to put items on. (4:1)</p> <p>DG stated that he has sent details to Baku but not heard anything back. MB advises he contacts a key personnel. Details to be given.(3:2)</p>	<p>Action 2:1</p> <p>Action 2:2</p> <p>Action 3:1</p> <p>Action 4:1</p> <p>Action 3:2</p>
8) Coaching	<p>MB discussed the coaching awards. JDB will contact coach wise and find out situation (6:1)</p>	Action 6:1
9) License cards	<p>For several meetings now there has been a discussion on license cards. MOB is now going to lead on this and provide information to board (5:2).</p>	Action 5:2
10) Board membership	<p>MB discussed the presentation which MS had delivered. MB stated he felt that the membership was going in the right direction but roles were being defined. With SiC stepping down a new lead on sponsorship needs to be identified, MB said he will speak to Blitz and report back the situation to the board (7:1)</p>	Action 7:1
11) Walkie talkies for	<p>MB suggested we purchased Walkie talkies for the squad team to use when away. MB said he would get a price and report to board. MB said we need to</p>	Action 1:8

squad	decide who looks after them, potentially the coach (1:8).	
12) Registrati- ons report	<p>MOB updated board: Impending termination letters to groups not registered. He said that there has been an influx of new members, over 1000 of new members. Some new members also. Competition license checks: Working with PC to check license numbers for nationals. He said it is time consuming and not cost effective. He proposed a few new ideas. i.e. checking license slip on the areas. Only checking medal positions. SC stated that Welsh have a database that is effective. MB to send details to SC (2:3)</p> <p>For license checks at the nations TD proposed that the EKF pay MOB to attend and do on-line license checks. Agreed unanimously.</p>	Action: 2:3
13) AOB	<p>Risk assessment. JDB will speak to Ponds Forge to get their risk assessment and devise one for next week. This will be sent to all board members (2:4)</p> <p>First aid: SC to confirm with SiC that this is booked (2:5).</p> <p>MB discussed Dave Smith; he had a health problem, recovered well. Doing cycling trials and has been asked by team GB to go into squad training.</p> <p>MB discussed national coach and additional fees. MB stated that when contracts are sorted this will fit into the contract. TD said there should be a monthly fee. This should go into contracts.</p> <p>Baku, there is a chance we may have at least one athlete. MD explained the process, and that it was complex.</p> <p>JDB discussed categories for the Nationals and potential mergers. The mergers to be added onto risk assessment by JDB. The merged categories given to JDB.</p> <p>MOB showed a cheque card he has devised; everyone agreed that this was a really good idea. Cheques to be presented at nationals next week.</p> <p>IT, said he would offer himself as a signatory. He said this is already sorted. On new account CT, IT, MB, and MOB can sign.</p> <p>TD badges. Showed a selection of badges, he will get cost on 25 and 50 and feedback to board (1:9)</p> <p>Meeting closed at 15.30</p>	<p>Action 2:4</p> <p>Action 2:5</p> <p>Action 1:9</p>