

All roles undertaken by members on behalf of the Aikikai and clubs will be on a voluntary and unpaid basis. Training needs for any role will be discussed as part of the volunteering process.

All members will when carrying out any role :

- Abide by the constitutions, policies, and procedures of the BAB (National Governing Body – British Aikido Board), Lancashire Aikikai and that of the local Club. (*Noting especially Child Protection and Data Protection*)
- Support the aims and objectives of the Lancashire Aikikai and their local club.
- Act professionally
- Maintain as current any necessary qualification, insurance, membership, CRB check for any role, First Aid, take any CPD and have permission to hold any position within a club or the Aikikai.

Head of Association

- To be accountable for all aspects of management and operation of the Aikikai
- To be an ambassador for the Aikikai and Aikido
- To be accountable for develop safe and effective coaching
- To support Aikikai clubs and encourage their development
- To authorise people to undertake roles within the Aikikai

Chief Instructor (Jun-15)

- To organise the grading panels for Dan grading's
- To stand in for the Principal on courses etc., as required
- Be the contact point for members to express their views on courses etc.
- To work with the Principal when planning Dan grade training

Executive Members

- Are responsible for the operation and running of the Aikikai through its officers, members and helpers
- Will assist and support officers and club officials in their various roles
- Will develop Aikikai policies and procedures as required.

.....and specific roles:

Chairman (usually the Head of Association) will:

- undertake the role as defined in the constitution
- be accountable for all Executive matters
- lead and position the Aikikai in accordance with its aims, objectives and policies
- be accountable for the roles carried out by the Child Protection Officer, Coaching Liaison Officer, Data protection Officer & BAB representative

Treasurer - as defined in the Constitution of the Aikikai will :

- be responsible for the finances of the Aikikai.
- have Aikikai monies banked in an account held in the name of the Aikikai.
- present a statement of annual accounts at the Annual General Meeting.
- be accountable for the role carried out by the Membership and Insurance Officer; and Media Officer

Secretary will: (Updated April 16)

- support the Executive in the administrative affairs of the Aikikai.
- be responsible for communicating with outside bodies and the public
- disseminate appropriate information to be available to members and the general public about the Aikikai and Aikido.

- monitor dates of expiry of 'permissions to teach' and prompt timely renewals
- be accountable for the role carried out by the Webmaster and Newsletter Editor
- circulate information regularly using email and circulate the Aikikai Newsletter
- use Facebook and Twitter and such like to promote Aikido, the Aikikai and our events and other news.
- provide the Webmaster with information that needs updating or adding on the website.

Webmaster - to make information available on the Internet and will: (Revised Apr16)

- use appropriate sources such as BAB, Aikikai Executive, Aikikai Officers & Club Leaders to ensure correctness and appropriateness of the information when published.
- ensure members of the public can find information about Aikido and the Aikikai enabling them to identify where classes are held & times.
- publish Information for members regarding Aikido, Aikikai and BAB policies and procedures
- publish names and dates of expiry of 'permissions to teach' provided by the Principal.
- publish details of Club Welfare Officers provided by the Association Child Protection Officer.

Coaches are responsible for:

- following best practice in conducting safe and appropriate Aikido classes that develop participants
- maintaining appropriate insurances, a first aid qualification and holding the current permission of the head of Association to coach and any additional training appropriate to the role e.g. child protection training where necessary.
- maintaining CPD
- following reasonable instructions from the Head of Association
- acting as a role model and conduct themselves in accordance with the BAB code of conduct for coaches (and responsibility within their relationship of interest)
- assessing risks and eliminating or mitigating and promptly following the reporting procedure in respect of any incident

Club Leader as for coaches above plus:

- to be responsible for the development of their members and for Club activities
- to develop, mentor and organise other coaches in the club (if any)
- to oversee the financial regulation of the club, insurance and handling of data in line with policies
- to be responsible for and supportive of helpers in their club
- to provide or arrange for information to enable Aikikai records to be kept accurate and current to be supplied to officials

Assistant Coach to:

- Only assist in classes that are supervised and within the parameters defined by the BAB
- work with & support coaches in the delivery of any class and identification of risks
- act as a role model and conduct themselves in accordance with the BAB code of conduct for coaches
- hold at least a BAB Coaching Level 1 award, follow best practise and maintain CPD.
- maintain appropriate BAB insurance to assist

Data Protection Officer will:

- inform the Executive about Data Protection issues
- ensure that Club Leaders are aware of the BAB and Aikikai policies and that they give undertakings they have understood and will comply.

Coaching Liaison Officer to:

- support the BAB in their Coach education programme by acting as their liaison point with coaches and

prospective coaches in the Aikikai by providing advice regarding the process

- authorise attendance at coach courses within delegated authority given by the Head of Association
- inform the Head of Association & Executive about coaching matters

Membership & Insurance Officer to:

- operate inline with the Aikikai's Procedure manual
- promptly deal with applications & renewals
- maintain the Aikikai database of members and appropriate information including grading records and course attendance.
- inform the Executive about any relevant issue

Child Protection Officer - As defined by the BAB Child Protection Policy and to:

- undertake training as required
- encourage and support Club Welfare Officers(CWO) to complete required training and support and mentor them and encourage further training as necessary
- monitor DBS expiry dates of CWO to ensure all DBS renewal checks are undertaken when due
- monitor that safeguarding is operating as expected in clubs through contact with their CWOs.
- act on reasonable requests by the BAB's Child Protection Officer
- report to the Chairman issues of concern or omission

BAB Representative

- Represent the Lancashire Aikikai at BAB meetings and act as the liaison point with our Head of Association, Executive, Club Leaders and members.
- Express Aikikai opinions, policy and decisions at BAB meetings within the delegated authority given by the Head of Association.
- Keep informed the Head of Association and Executive about BAB matters.

Media Officer (New post from 2011 AGM)

- Being developed by Executive – Keith Downs

Aikikai Newsletter Editor (Created Apr16)

- Publish Newsletters promoting the Aikikai, members articles and club events.
- Publish grading results and information from the Executive and BAB that members need to know about
- Liaise with Clubs and Aikikai Officers to source material
- Reports to and consults when necessary with the Secretary

Club Treasureras for taking club monies plus - will

- be responsible for the finances of the club.
- responsible for producing annual accounts
- agree with the Club Leader or Committee/Executive if appointed any expenditure. This to be inline with the aims and objectives of the Aikikai.

Club Membership & Insurance officer to

- operate inline with the Aikikai's Procedure manual
- pass on membership items including BAB certificates
- supply timely and accurate information and payments to the Aikikai's Membership & Insurance officer
- report to the Club Leader any omissions

Club Welfare Officer - As defined by the BAB Child Protection Policy - to

- undertake training required
- act on reasonable requests by the Aikikai's Child Protection Officer

Helper means precisely that and will take different shapes and forms in each club but involves direction given:

Induction

- To welcome new members and ensure application is completed
- To ensure the application is passed to the appropriate Club Official or Club Leader promptly
- To alert the session coach of a newcomer and any health declarations

Taking club monies

- Keep records and account for money taken
- Responsible for banking monies or passing monies on to others as authorised

Helper on the mat (Note this help is not a qualified coach or assistant)

- To follow the directions / instructions of the session coach.
- To encourage and support in an appropriate manner