



Introduction

This information paper describes the minimum responsibilities that Associations have as members of the BAB both to the BAB and to their own members

Responsibilities of Associations

The following areas indicate **Minimum** requirements that the BAB expects its Member Associations to adhere to:

Health and Safety:	<p>Ensure that minimum Health and Safety (H&S) rules are adhered to in all clubs controlled by that Association. Refer to Information Paper 17. All students practising at a club must be made aware of the Association's H&S requirements and any additional requirements as laid down by that club.</p> <p>Monitor the number and severity of accidents occurring at clubs under their responsibility and to keep records and investigate as necessary.</p> <p>Inform the BAB and Health and Safety Executive as well as the owners of the Club premises of any serious accident, especially if the accident may lead to prosecution and / or compensation claims.</p>
Constitution:	<p>Each Association must have a written Constitution agreed to by its members and approved by the BAB.</p>
Coaching Ethics	<p>The BAB have adopted the principles expressed in the National Coaching Foundation's Code of Ethics and Conduct for Sports Coaches published in 1996. Copies are available from Coachwise Ltd - 0113 231 1310</p>
Code of Conduct	<p>See the BAB Constitution. Applicable to all Associations and their members.</p>
Equal opportunities	<p>Associations and clubs should adopt equality policies and practices. i.e. Clubs must not show any bias or preference to any sex or creed etc. (See Constitution)</p>
Record Keeping	<p>Student records and accounts must be kept. Adherence to the law in areas such as the Data Protection Act is required.</p>



Responsibilities of Associations to the BAB and their Members

Insurance

All those practising must hold BAB Registration certificates to ensure insurance cover. (see Information Paper 13 and 15) From March 1997 Public Liability cover is incorporated for all Clubs, Association, Board and their officers.

All classes held must be run by an instructor holding Professional Indemnity Insurance certification from the BAB. (See Information 13 & 14)

Communications

BAB information and policies are to be circulated to all officers, instructors and students wherever appropriate or necessary. Communications from an Association to the BAB are normally through the Association's own appointed officers. See also Information Paper 21

Coach Education Programme

The BAB strongly recommends all Instructors in charge of classes possess as a minimum qualification the Coach Award. Those assisting are recommended to hold the Assistant Coach Award.

Re: the BAB

Associations are required to send representatives to the BAB meetings.

Associations are required to appoint Officers to carry out the following functions :-

- Membership Registrar (brown certificates)
- Professional Insurance (PI) Registrar (green certificates)
- Representatives to the Board meetings,
- Coaching Liaison Officer (CLO)

Any change of officers should be passed in writing to the BAB Secretary. In addition, any change to the CLO should be passed in writing to the BAB CLO. Refer to Information Paper 1 for the names and addresses of the BAB Secretary and BAB CLO.

Associations should pay their annual membership fee to the BAB with 6 weeks of being demanded or risk losing their membership.



Responsibilities of Associations to the BAB and their Members

Associations should monitor

How their students are progressing.

Instructor's performance / suitability.

That Clubs under an Association's control adhere to the rules and guidelines as laid down by both the BAB and the Association, both from a constitutional and a technical angle.

Instructors

Associations must decide who are approved as instructors by a criteria that is defensible under public scrutiny.

Associations must keep records of these instructors and must ensure they meet the BAB requirements as defined in the Information papers 13 and 14.

Club details

The Board should be kept informed as to Club details in order that the Club directory and referral system that the Board operates functions with the most up to date information. This is obviously to the Association's benefit if this is done. See Information Paper 21 for fuller details