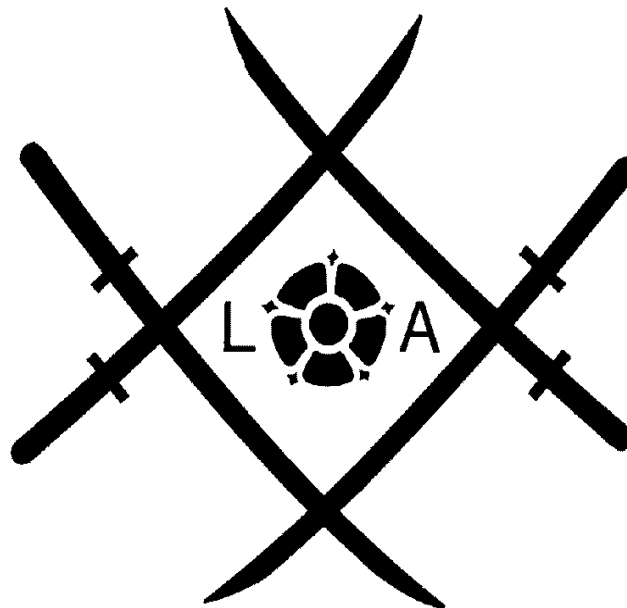


# Lancashire Aikikai

## Management Procedures – following the 2021 Review



**V1.2 for Approval at Feb 2022 AGM**

Approved at AGM 26th February 2022

Changes waiting to be incorporated :-

See added next page

Update to the AMB procedures, to include the above procedure, using 'request for a review in the light of mitigating circumstances' rather than 'appeal'.

Going forward, it is important that we do have a procedure for making AMB decisions in the future, so I will add a section on this too.

**To be drafted in and then approved May 2022**

1 To ensure that the GRG can reach a consensus on a candidate, the review panel should be an odd number. Note, this was the reason that the review group was set as 3 senior DG's.

If for any reason a 3rd member cannot attend a review (or has club candidates up for review), a replacement should be invited from the AMB

This would be a simple clarification to the AMB procedures, and indeed what was proposed at this course.

2 If a Club Leader disagrees with the decision of the GRG they should have a right of appeal.

If a Club Leader disagrees with the decision of the GRG they have a right of appeal. The Club Leader should present their reasons for challenging the decision, to the GRG.

The GRG will then consider the appeal comments and re consider the review decision. They may call on other AMG members for consultation.

The GRG's decision following appeal will be final.

At present there is no voting procedure within the AMB section of the Procedures.

## **Introduction and Background**

The changes introduced in 2018 i.e., the introduction of the various groups was well received by the membership, especially the course group (CPG) which has made great progress. However, the Aikido Management Group (AMG) agreed that the management structure needed further review and development for the future.

In Jan 21 the current AMG set up a study group of nine mid/senior Dangrades to review the Lancashire Aikikai (LA) management structure, in particular a series of key focus points, and to make proposals for restructuring.

This proposal was unanimously accepted as an 'outline in principle'. The detail and terms of reference are set out below.

The updated Constitution and this Management Procedure document will be put to the AGM for approval in Feb 2022.

## **Proposed Reorganisation Plan Lancashire Aikikai**

Reference the Lancashire Aikikai Constitution and the Dec 2021 Organisation Chart.

This Procedure Document is intended to reflect the principles of the Constitution and record the detail of current day-to-day management procedures.

It is not intended that this document should bypass the Constitution in any way. Any constitutional changes should be dealt with according to the Constitution rules.

The LA will maintain the traditional hierarchical Aikido management, common to the Japanese martial arts.

The management structure of the organisation will be split into two parts, Technical and Administration. Two Boards will be established; Aikido Management Board (AMB) to deal with technical issues and Executive Management Board (EMB) to deal with administrative issues.

Mr Spence will remain as Principal of the LA and chair of the AMB, until he decides to step down.

In the event of Mr Spence deciding (or needing) to step down, the following emergency succession plan will be put into place.

*A locum Principal will be selected. This locum Principal will take on the duties of the Principal. The future leadership will be decided by the AMB under the Chair of the locum Principal.*

## **Part 1 - Administration Management**

**The Administration management of the Association is carried out by a Constitutional Executive Management Board and is independent from the Technical Direction of the Aikido**

1.1 A new Executive Management Board (EMB) will be formed, comprising all Club Leaders (One Club – One vote). Each EMB member shall have a responsibility to the Association to act in its best interests, as well as representing their own Club. All members will therefore have a direct representation on the Executive Management Board.

1.2 The main constitutional change is that the Treasurer and Secretary positions are no longer directly linked to the EMB. Thus, widening the opportunities for potential candidates for these key roles.

The Treasurer or Secretary may still be members of the EMB, as a Club Leader. However, this is not a requirement.

The Treasurer and/or Secretary may be requested to attend EMB meetings depending on the meeting agenda.

The EMB Chair does not need to be the LA Principal.

1.3 Although non-Dan Grades are not strictly precluded from being Club Leaders within the LA, this situation is considered very unlikely, due to the current coaching criteria of the BAB. It is therefore assumed that all Club Leaders will be Dan Grade.

1.4 If a Club Leader is not able to attend an EMB meeting, then they will be allowed to send a dan grade club member as proxy. Should the club not have any dan grades available, a lower grade may attend as an observer.

Any items which require a vote would be issued in advance of the meeting, so a Club Leader can instruct their proxy accordingly.

1.5 It is accepted that having an EMB of circa 9 members could be cumbersome for the day-to-day business of the EMB.

Therefore, a management team of three EMB members, with a rotational Chair, will be selected. This management team shall not have any higher EMB powers but they, through the EMB Chair, will be the first point of contact for the LA, will manage the routine business and will facilitate the EMB voting process as and when required.

The volunteer team of three will have a limited term of office, with re-election annually.

- 1.6 Meetings will be led by the EMB Chair. At AGMs the Chair will be supported by the Secretary and Treasurer.

A minute taker shall be appointed at the start of each meeting. Although it is expected that at formal meeting such as the AGM, the Secretary will be responsible for the minutes.

- 1.7 A quorum will be required for an EMB vote. Passing motions by vote will be by simple majority. A quorum will be half of the EMB members.
- 1.8 Meetings and voting can be held on-line. This will help keep EMB members time input to a minimum, although meeting occasionally in person is considered important. Historically this has been done after Association courses.
- 1.9 The EMB Management Team will deal with routine day-to-day LA matters. Any significant tasks will be carried out by the Association Officers and Key Task holders.

Specific sub-groups can be set up to deal with a particular item. Once the item has been resolved these sub-groups can then be disbanded.

- 1.10 All LA Officers, Key Task holders and Subgroups shall report to the EMB.
- 1.11 Key Task Holders shall remain the same as they are at present, with the addition of the Secretary and Treasurer, who will now be separate from the EMB.

The Media Group will also remain as current, supporting all groups.

- 1.12 Addressing membership comments about simplicity and not doubling up of work – The Inward and Outward Groups will be disbanded.

Each Club has a Club Liaison Rep, which for small Clubs, may well be the Club Leader.

This is an informal role and will not have a specific job description. The purpose is simply to promote inter Club communication. This informal link role should be adequate to facilitate inter Club activities, as and when needed.

The outward activities will be covered by the various Groups and Key Task Holders, keeping a proactive eye on external opportunities, without the need for a dedicated Group.

- 1.14 The precise role and activities of the EMB, including appointment and removal of EMB Members, Officers and Key Task holders is covered in the Constitution.

## 2.0 Part 2 Aikido Management

**All technical matters concerning Aikido and its teaching are the responsibility of Aikikai Dan Grades, through an Aikido Management Board, within the hierarchical structure. The LA Constitution does not affect that structure.**

- 2.1 A new single Aikido Management Board (AMB) will be formed and will deal with all Aikido related matters.
- 2.2 If not already a member, the Chairs of the Grading Review Group (GRG) and Course Planning Group (CPG) will be co-opted to the AMB. The AMB will also now include responsibility for Dan Grade Continued Professional Development (CPD).
- 2.3 The new AMB will comprise all the Senior DG's (4<sup>th</sup> Dan and above) but will also include a volunteer representative from the wider LA DG's (i.e., below 4<sup>th</sup> Dan).

The wider DG representative will be selected by inviting volunteers and, if more than one volunteer comes forward, by a simple majority all-DG vote.

The make-up of the AMB may change as the Association develops.

- 2.4. The AMB will consult with all the DGs and keep them involved and up-to-date with Aikido matters.
- 2.5. The AMB may, from time to time, recruit from the DG ranks for any specific tasks, which may be required to deal with particular issues.
- 2.6. Mr Spence, as Principal (or delegated AMB member), will Chair the AMB proceedings.

See Introductory note on the succession procedure

- 2.7. A Technical Director will be appointed by the Aikido Management Board as part of the hierarchal structure, to provide technical guidance to the Lancashire Aikikai and link to Hombu (Aikido Headquarters in Japan).

The Technical Director will oversee the style and direction of our Aikido and will manage and administer the hombu grading process. The management of the Lancashire Aikikai will be under the direction of the LA Principal, AMB and EMB.

The Technical Director will be kept informed and consulted as necessary by the AMB.