



S.K.G.B Ltd

Development Plan

2009 to 2013

S.K.G.B. continued development and progress

The Scottish Karate Governing Body is a private company limited by guarantee. Company number SC270068
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Introduction

History

The S.K.G.B. unincorporated started trading as the Scottish Karate Board of Control from 1973 to 1990. It changed its name to Scottish Karate Board from 1990 to 2001 and then changed its trading name to Scottish Karate Governing Body in 2001 to 2004.

The Scottish Karate Governing Body was established as a Limited Company on 30th June 2004 and started trading as The Scottish Karate Governing Body Limited on 3rd September 2004

Section 1

1. Company status

The S.K.G.B. Ltd is a private limited company by guarantee with no share capital. Company Number SC270068.

The S.K.G.B. operates its business in accordance with its articles and memorandum.

The S.K.G.B. is the official governing body for Traditional and Sport Karate in Scotland.

The S.K.G.B. objectives are to foster, encourage, promote and develop Traditional and Sport karate in Scotland.

The S.K.G.B. is committed to the visions of the National Strategy Document.

2. Mission Statement

Grow steadily over the next four years.

Be recognised as the Scottish Governing Body for sport for all karate in Scotland.

To develop Scottish Karate as a force within the European and World Stage, participating in and achieving results in all areas and at all levels.

Enabling access to all members by participation in Youth development programmes and skills enhancement activities.

3. Structure of The Scottish Karate Governing Body Ltd

The S.K.G.B consists of 31 member associations.

These associations consist of member clubs.

Member clubs consist of individuals participating in karate.

4. Vision

Grow steadily over the next four years.

Continue to be recognised as the Scottish governing body for Traditional and Sport karate in Scotland.

To continue to develop Scottish Karate as a force within the European and World Stage, participating in and achieving results in all areas and at all levels.

Enabling access to all members by participation in Youth development programmes and skills enhancement activities.

5. Goals

Aim to unify karate in Scotland

Increase membership to 13,000

Continued development and improvement to coaching programme

Increase rankings at E.K.F. and W.K.F. championships.

Improve the standard of Referees and officials.

To make the S.K.G.B. an effective and efficient professional governing body

Generate income

Establish and implement Policies.

Have a safe environment for members training, competing and leading the organisation.

To implement the Child Protection Accord

To be further involved with Active Schools Programmes

Anti Doping policy to be further developed

6. Strategy to achieve goals

Publicise Club membership and new members on web site

Sustaining and expanding membership levels.

Develop Coaching Programme with Sports Coach U.K.

Meet with National Source Group (UKCC)

Player improvement.

Training of officials and volunteers.

Good Governance

Secure sponsorship and additional funding

Implementation of Policies & Child Protection Accord.

Performance Planning. (See appendix 1)

Hold meetings /seminars with Association Child Protection Officers

Engage with and promote active schools programme

To appoint an Anti Doping Officer to implement policy

Continued support for Sub groups (Child Protection Committee etc.)

7. Organisation Development: (Board structure)

Directors experience

Chairman

Mr Paul Giannandrea 5th Dan 25 years experience in karate.

Parent association: J.K.S. Scotland

Company Secretary and Executive Administrator:

Mr James A Miller 8th Dan forty two years experience in karate.

Parent Association: Scottish Karate Association (founder member of the Scottish Karate Board of Control)

President

Mr Terry Connell 7th Dan thirty-six years experience in karate.

Parent association Shitokai Scotland

Sports Director

Mr Hamish Adam 8th Dan forty two years experience in karate
Parent association: Scottish Karate Federation. (Founder member of the Scottish Karate Board of Control)

Refereeing Director

Mr Andrew Simpson 5th Dan 25 years experience in karate
Parent association: Scottish Karate Federation. (Founder member of the Scottish Karate Board of Control)

Marketing Director

Mr Steven Clifford 1st Dan 24 years experience in karate
Parent association: Shitokai Scotland

Employment of 1st post holder Executive Administrator

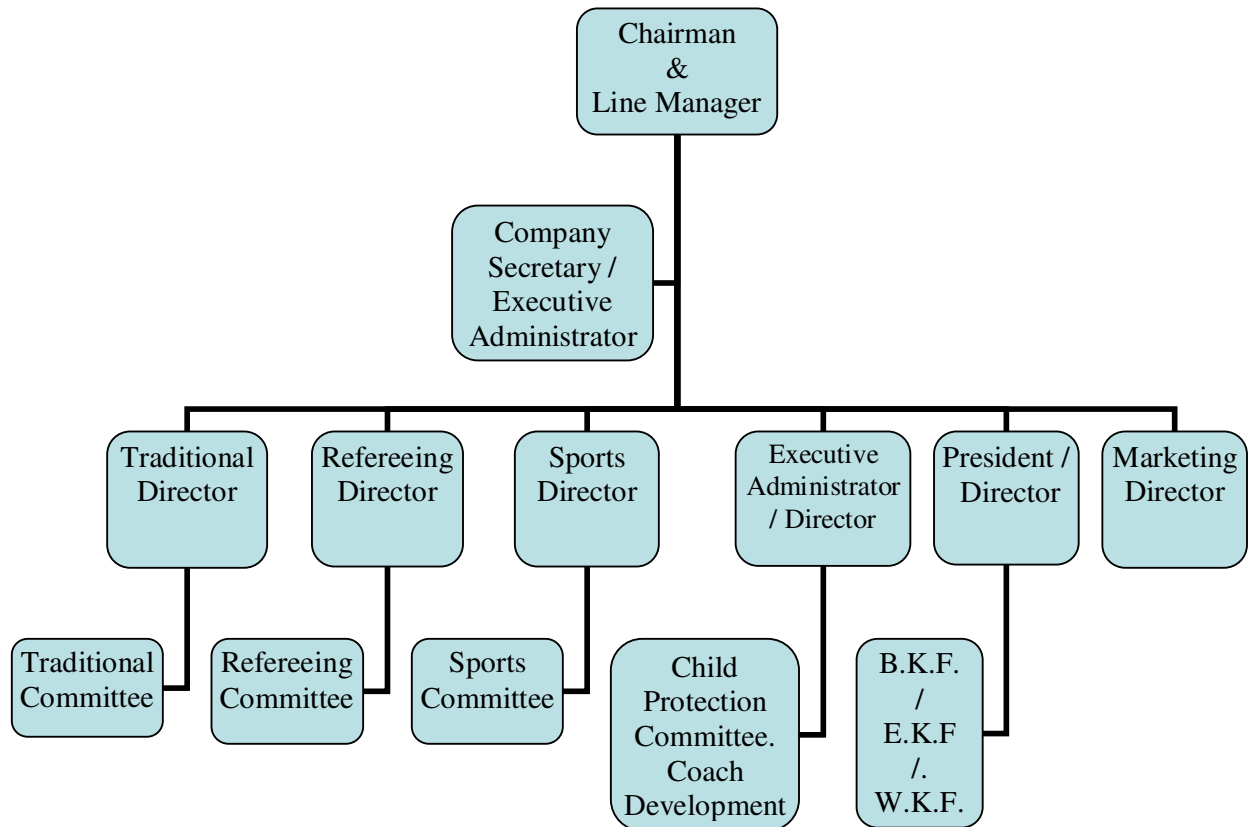
The S.K.G.B. have employed a full time Executive Administrator to enable the S.K.G.B. to deliver Coaches Licenses, the processing of Disclosure checks for coaches and volunteers, signing of all legal documentation, consulting with S.K.G.B. solicitors, processing all financial transactions, dealing with S.K.G.B. accountants, organising coach education programme, to keep the S.K.G.B. up to date with changes in the child protection laws and requirements, to supply an efficient service to the S.K.G.B. membership, to guide the S.K.G.B. in the compliance with the fit for purpose audit carried out and to administer the S.K.G.B. web site and be the main contact person with Sportscotland.

8. Sub groups

The S.K.G.B. has appointed the following sub groups to assist with achieving our goals.

- Sports Committee.
- Child Protection Committee.
- Refereeing Commission.
- Traditional Committee.

S.K.G.B. Organisational chart



9 Challenges

The long-term challenges for the S.K.G.B. are to offer a service that is attractive to groups and clubs outwith the S.K.G.B. encouraging them into membership and standardising their qualifications.

Marketing Director / Committee to identify new source of funding.

Identify and address Risk Management (A.H.L. audit)

10. Member benefits

The S.K.G.B. have their office and Executive Administrator registered with Disclosure Scotland for processing Enhanced Scottish Criminal Records Office checks for all its coaches and also supplies a service to its membership for the vetting of volunteers.

The S.K.G.B. issues black belt certification and ratification with over 950 being registered and issued.

Coaches Licenses and certification are also issued with over 320 coaches vetted and licensed since 2003. Renewal of licensing and vetting of coaches is carried out on a two yearly basis.

The S.K.G.B. organises coach development workshops through Sportscotland and Sports Coach U.K.

An electronic means of communications is in place keeping all association members up to date with competitions, child protection laws and legislation, courses, issuing of agendas and minutes of meetings etc.

All information and data posted on S.K.G.B. web site.

The S.K.G.B. also supplies the following policies and codes to its membership.

- Revised Child Protection Policy
- Rehabilitation of offenders Policy
- Risk Management
- Anti Doping Policy
- Financial Procedures Manual
- Health and Safety
- Code of Conduct for Coaches
- Code of Conduct for Athletes and Officials.
- Code of Conduct for Directors

11. Partners

The S.K.G.B. works in close partnership with the following bodies.

- Sportscotland
- CHILDREN 1st
- Disclosure Scotland
- Central Registered Body in Scotland
- UKCC National Source Group
- British Karate Federation
- European Karate Federation
- World Karate Federation
- Commonwealth Karate Federation

12. Accounting

The S.K.G.B. financial year runs from the 1st April to 31st March. The S.K.G.B. engages the services of chartered accountants Baker Tilly and company for the processing of yearly accounts to be adopted and approved at the A.G.M.

The S.K.G.B. operates sage accounting system and Financial Reports are given at each Directors meeting.

The accounts are available on request for inspection by its membership and are made available at the Annual General Meeting (normally held in May).

There are five cheque signatures to the account with the Company Secretary being a compulsory signature in all transactions

13. Financing

S.K.G.B. income is generated from the following:

- Annual association membership
- Sportscotland investment
- Dan Ratification
- Coaches Licences
- Club membership
- Individual registration
- Sponsorship
- Profits from National Championships

14. Estimated Income and Expenditure for four-year plan

2009 – 2010	As per projected budgets for 2009 / 2013
2010 – 2011	Increase of 2.5 %
2011 – 2012	Increase of 4 %
2012 – 2013	Increase of 6 %

15. Continuous improvements

The S.K.G.B. will strive for continued development, progress and modernisation

Review of 2008 / 09

1. Number associations and coaches

In the last year there have been 31 associations registered in membership

220 Active coaches registered.

The following courses were held to assist coaches to re-qualify:

- Nutrition,
- Motivation / Mental Toughness
- Disability in Sport.
- In Safe Hands

2. Progress on UKCC

The S.K.G.B. have been actively involved in establishing the U.K. National source group and are presently looking at developing U.K.C.C. level 1 for karate

3. Child Protection

Revised S.K.G.B. Child Protection Policy approved by Board of Directors and signed off by CHILDREN1st. Policy circulated to Scottish Karate and placed on web site.

The first Action plan relating to the Child Protection Accord was approved by the Board of Directors and CHILDREN1st.

Mandatory registration of association Child Protection Officers was introduced.

Child Protection Committee increased to 5 members

4. Performance

Callum Robb achieved Bronze at World Senior Championships held in Tokyo, Japan. Amy Connell and Gary Kelly also achieving Bronze at the European Junior and Cadet championships held in Paris.

5. Championships:

Pathway for continued development to European and World participation

1st Commonwealth Championships – June 2008

The 2008 Commonwealth Karate Championships has been acknowledged as the finest organised since the event was established. The championship clearly demonstrates the S.K.G.B. ability to organise sizeably events. Part of the success was due to the voluntary help given by board members, referees, timekeepers and helpers and access to information through the web site

4th Scottish Open Championships April 2008

The Open has now nine countries taking part and continues to grow and establish itself in the calendar of events for other countries.

Scottish National Kumite and Kata Championships 2008

Both Championships were very successful creating a pathway for children, youth and adults to take part. This is the start of the pathway open to all of Scottish Karate to progress forward to European and World participation and achievement.

1st European Youth and Cadets Championship January 2009

Eighteen competitors from Scotland attended the Championship. Implementing the pathway for development to European and World level with success being achieved by Amy Connell and Gary Kelly winning 3rd place bronze medal position in their first major tournament. This is our first major success from the S.K.G.B. youth development program.

6. Anti Doping Policy

The S.K.G.B. have signed up to and agreed to implement the policy.

7. Referees Development programme

The following promotions took place in 2008 / 09

Grant Bonar went from EKF Judge B to EKF Judge A in June 2008

Kirsten Bonar went from SKGB Ref B to SKGB Ref A in November 2008

Billy Haggerty went from SKGB Ref B to SKGB Ref A in November 2008

Graham McCann went from SKGB Ref B to SKGB Ref A in November 2008

John Latta went from SKGB Judge A to Ref B in November 2008

Stuart Robertson went from SKGB Judge B to Judge A in November 2008

8. Human Resource manual agreed and circulated to the Board of Directors.

9. Appointment of a President to act as an ambassador to promote Scottish Karate when abroad.

10 Appointment of Marketing Director to secure additional finance.

11. A.H.L. audit identified the following to be addressed.

- Risk management to be identified and addressed.
- Conflict of Interest register to be established
- Second person to be identified as back up for Finance and Sage
- Articles and Memorandum amended after being approved at A.G.M.
- Disciplinary and Appeals procedure to be put in place.
- Clear defined roles for committees
- Recommendation quarterly finance reports

Review 2005 – 09

1. Unite Karate

Over the last 4 years groups have amalgamated within the S.K.G.B. and eight new groups have been accepted into membership.

2. Statistics of membership

The membership has steadily grown by 16% over the last four years from 10,000 to a recorded 11,600.

The S.K.G.B. has steadily grown over the last 12 years almost doubling in size. In 1996 the S.K.G.B. membership stood at just over 6,000 members. This has been an annual increase of 466 members per year since 1996 to 2009.

Membership numbers are calculated by each member association annually e-mailing their membership list of names and addresses of students to the S.K.G.B. office, of the 11,600 members over 9000 are Children and youth.

3. Governance

Good and Positive Governance is at the forefront of the Company with a dynamic Chairman and Board of Directors. The Board of Directors has increased from three to seven members all with defined roles. Regular Directors meeting are held through out the year with a minimum of eight meetings a year where reports are given in all aspects of the S.K.G.B.

4. Standards

The Following Code of practice have been put in place to maintain standards

- Directors Code of Practice
- Coaches Code of Practice
- Athletes Code of practice
- Officials Code of Practice

5. Consolidation

In Changing from an un-incorporated company with potential 64 members attending meetings to a limited company by guarantee with a dynamic board of seven directors leading .The S.K.G.B. has consolidated Scottish Karate.

6. 1st Four year plan

The first four year plan was submitted to Sportscotland in 2005. The S.K.G.B. have produced yearly development plans and reviews to Sportscotland in relation to delivering the plan and achieving our goals.

7. 1st Conference

In 2007 the S.K.G.B. held its first conference partly supported by Sportscotland.

The conference was a great success with over 150 delegates attending from: Scottish Karate, Welsh Karate, World Karate Federation, CHILDREN1st, Sportscotland and Glasgow University.

Reports were presented in all aspects of Scottish Karate to the S.K.G.B. membership. The feedback from all representatives attending was that with the assistance of Sportscotland the S.K.G.B. has made tremendous progress since becoming a Limited Company and is open and transparent in all areas.

8. 1st Chairman's Meeting

2008 seen the first Chairman's conference being held to allow association chairman to ask questions on behalf of their membership and put forward their viewpoints in relation to future development in Scottish Karate.

9. Policies

Over the last four years the S.K.G.B. has adopted the following policies and accords:

- Revised Child Protection Policy
- Financial Procedures Policy
- Anti Doping policy
- Risk management policy
- Child Protection Accord
- Human Resources Policy

10. Codes of conduct

The following Codes of conduct have been introduced.

- Directors code
- Licensed Coaches code
- Officials travelling abroad code
- Code for squad member representing the S.K.G.B. abroad

11. Promotion of SKGB through dedicated website Publicity and Communications

With support from Sportscotland a new S.K.G.B. web site has been established. The site holds all information that was previously stored on a computer data base, this will give greater opportunities to publicise S.K.G.B. business aims and visions not only to the karate membership but also to partner organisations and external organisations, such as local authorities and potential sponsors. The web site has become an invaluable tool in the supplying of information to the S.K.G.B. membership. At present the site has had over 95,000 visits per year with **1M,154,845** hits.

The site domain name: www.skgb.com

The S.K.G.B. will continue to use electronic technology as the main means of communications.

12. Club Accreditation

Club accreditation has been established with 150 clubs accredited all agreeing to implement all S.K.G.B. policies

13. Investment from sportscotland

Sportscotland funding over the four years has been invaluable to Scottish Karate assisting athletes to prepare and attend the European and World Championships to achieve their goals. Support has also been given to the administration side allowing Scottish Karate to have a full time post member dealing with all administration, coaching, and finance. (As in section 12.1)

Sportscotland has also given assistance with minor grants allowing the S.K.G.B. to purchase five sets of competition jigsaw mats and electronic score boards allowing the public and competitors to view a more professional approach at all Scottish Championships.

14. Events

The S.K.G.B. has moved forward over the last four years from having one major championship to 3 major championships for its membership, this includes the now established Scottish open Championship (As in 2009 review)

15. Modernisation of structures

With the S.K.G.B now having limited company status the Board of Directors have modernised the Scottish Karate structure by forming the following committees to deal with key areas. Sports Committee, Child Protection Committee, Refereeing Commission and Traditional Committee. All of which must produce minutes of meetings and have all committee decisions ratified by the Board of Directors.

16. Coaching

The S.K.G.B. has developed a coaches Licence system that requires a coach on the first year to attend the following workshops. Good Practise and Child Protection, Coaching Young Performers, Physiology and Performance.

The Coaching Licence also involves obtaining an Enhanced Scottish Criminal Records Office check from Disclosure Scotland. This Licence will be re-validated on a two yearly bases with a further Disclosure Check. After qualification coaches must attend further Sports Coach U.K. workshops to maintain their qualification.

Karate has been selected for the second phase of the U.K. Coaching certificate and the S.K.G.B. will be looking to merge the U.K. Coaching Certificate requirements with our own coaching system and education program.

The Following is an example criteria to obtain a level 3 Coaching award and Licence.

- Hold a level 2 S.K.G.B. award, or satisfy all the requirements.
- Be at least 30 years of age or over.
- Have attended a first aid course provided or approved by the applicants own association, and the course to be a minimum of 4 hours.
- Hold a black belt 4th Dan or over ratified by the S.K.G.B.
- Must have attended the above Sportscotland / Sports Coach U.K. approved courses
- Have completed a coach registration form and supplied all relevant information.
- Hold a current association licence and have professional indemnity insurance cover of at least 2M
- Agree to comply with any new courses that the S.K.G.B. may implement through the Coach Development program.
- Agree to observe the Memorandum and Article and rules of the S.K.G.B.
- Apply to the S.K.G.B. to have an Enhanced Scottish Criminal Records Office check carried out every two years.

17. Child protection

The S.K.G.B. now has in place a revised Child Protection Policy and has established an association Child Protection Officers meeting / forum in conjunction with CHILDREN1st to update C.P.O.s in child protection laws and to share views to help with continual development and awareness in child protection.

The Child Protection Accord was signed in 2007 and the first Action plan relating to the Accord was approved by CHILDREN1st in 2008.

With mandatory registration of association Child Protection Officers it will now be easier to relay updates and progress in Child Protection to associations.

The Child Protection Committee has been increased to 5 members and meets at least once a year to revise if needed the S.K.G.B. Child Protection Policy. The Committee will also meet as and when there are child protection issues to be discussed or to be consulted on and will make recommendation to the Board of Directors regarding Child Protection.

18. Active Schools involvement

Active Schools Programme

A new development over the last year of the previous plan has been various Associations and Club involvement in the Active Schools Programme. It is hope that we can continue and progress this over the life of the current plan 2009-2013. An outline of how this is being progressed is given below:

Local involvement – clubs have been in contact with Active Schools Co-ordinators in a third of all local authorities.

Taster sessions have been run during school hours to introduce children to Karate as a sporting activity.

Children have been encouraged to enrol in local clubs and in some cases school clubs have been set up using school premises.

Co-ordination and Monitoring: Some individual clubs have contacted local authorities directly to become involved in these programmes but in other cases this is being co-ordinated through the Director of Sport for the Governing Body. A monitoring system is being set up to keep an overview of progress through this programme

Future: It is hoped to encourage clubs and associations to contact their local authorities and become involved in local active schools programmes as this is seen as a good way of bringing more athletes into the sport

19. Anti doping

In 2008 the S.K.G.B. approved and signed up to Sports Coach U.K. Anti Doping policy adjusted to suit Scottish Karate. The S.K.G.B. are looking to appoint an Anti- Doping Officer by the end of 2009 to implement the policy and produce reports to the S.K.G.B. Board of Directors and U.K. Sport on our progress.

20. Dedicated marketing/sponsorship support

In 2008 the S.K.G.B. created the position of Marketing Director to look at ways of securing funding and sponsorship for the S.K.G.B.

21. Overview of 2005-2009 Development Plan

Over the four year period of the 2005-2009 plan the SKGB board feel and have indicators to show that we have achieved fully or partially the goals set out above.

Goal 1: Increased membership of SKGB, more associations joining the governing body. Increased membership of associations and individual clubs, spanning a wide range of age, gender and ability. Access given to all members to develop their skills and try out for open championships gain experience in competition.

Goal 2: All clubs and association have agreed to develop their student skills by holding specialised competition classes alongside the normal Karate training schedules. This goal will be further developed with the 2009-2013 plan.

Goal 3: This is ongoing and has been structured through certified training and development courses made available to all club instructors. Each instructor must maintain current standards and attend skill development module sessions annually. Under this goal the following developments will continue and be taken forward and progressed in the 2009-2013 plan.

- Junior Squad Coach development
- Female coach development

Goal 4: This goal was achieved and surpassed and will continue to be a major goal within the 2009-2013 plan. Within the previous plan indicators of achievement are shown below:

Major increase in attendance at national squad training sessions

Development of national training sessions for 14/15 year olds - This was set in motion during the 2005-09 plan as this age group would be included in future European and World championships from 2009. Since the start of this

programme we have achieved many international event medal places within this age group. This development will continue into the 2009-2013 plan.

With the timescale of this 2005-2009 plan the Scottish National Squad, Youth and adult has progressively increased the medal achievements in European and World Championships – culminating in Scotland coming top of the medal table over the last two years. With members taking Bronze in the Tokyo World Championships (2008) and squad members just missing out on medal places.

Goal 5: This is ongoing into the 2009-2013 plan although shown by indicators above and in other reports we are well on track.

22. Referees Commission Check for introduction

The details of the last four years Karate Officials achievements are as follows:-

Newly or re qualified Kumite and Kata officials at National level.

- 7 Newly qualified British Karate Officials (This encompasses both Kumite and Kata).
- 3 newly qualified European Karate Federation qualified Kumite officials
- 2 Judge “B”
- 1 Judge “A” (Upgraded from Judge “B”).

The European qualification achievements are the first in Scotland since May 2001.

2009 to 2013 the S.K.G.B. plan the following development

1. **Equity Standard for Karate:**

The S.K.G.B. will be working with SportsScotland to establish Equity Standard Policy for karate by 2011.

2. **Plans**

Action Plans from the following departments are in place.

- Business
- Performance.
- Child Protection (To meet standards of Child Protection Accord)
- Coaching
- Presidents
- Refereeing Commission and training of volunteers
- Traditional karate
- Marketing

3. **Members opportunities to consult with specific departments within the SKGB: Communication, Promotion & Events to be held.**

The S.K.G.B. is aware that as well as attracting new membership it must consolidate its present membership. To achieve this the S.K.G.B. will deliver the following to its membership annually.

- Chairman's Conference
- Coaching seminar
- Child protection Seminar
- A.G.M.
- Membership meeting following A.G.M.
- Regular squad training
- National Kumite Championships
- National Kata Championships
- Scottish Open Championships
- Referees and Officials training
- Traditional events
- Minutes of meetings and reports
- Squad training open to all members.

4. **Explore membership categories (clubs/individuals)**

At present membership of the S.K.G.B. is only open to associations. The S.K.G.B. are presently looking to establish club and individual membership. It is anticipated an increase in membership and income will be generated with these introductions and an increase of quality instruction available to the public will be generated.

5. Generate other sources of income

A new position of Marketing Director has been created to look at securing sponsorship.

6. Player Improvement

To develop player improvement members participate at two Scottish Championships, Scottish Open Championships and British Championships.

A calendar of events has also been drawn up to encourage all members to participate in regional and established championships.

All Championships create a clear pathway for children, youth and adults to take part and progress forward to European and World participation and achievement.

7. Club Development

Within the S.K.G.B. Associations comprise clubs of varying sizes. To allow the S.K.G.B. to keep coaches and clubs up to date with the changes within Karate, Child Protection, Coach Education, Championships etc, the S.K.G.B. will improve its communications with clubs. It is intended that the S.K.G.B. will communicate directly with the clubs and will set up a club related e-mail system to supply information.

8. Coaching development:

The S.K.G.B. has developed coaching programme for Traditional and Sport karate coaches. The programme aims to improve the standards of coaching. This will ensure that children and adults have a reasonable standard of tuition, expertise and an enjoyable quality experience.

The S.K.G.B. will continue its national coach education and development programme.

The S.K.G.B. will continue to be involved with the U.K.C.C. National Source Group for karate to develop and implement Level 1 and level 2 U.K.C.C. Level 1 will be implemented within the S.K.G.B. by 2011

There will be at least one coaching seminar held annually to look at future Coaching development.

9. Child Protection

By March 2009 all registered associations within the S.K.G.B. will have a registered Child Protection Officer (CPO). This will enable the S.K.G.B. to hold annual seminars with association CPO's and to update them on a monthly basis by e-mail. Over the next four years the S.K.G.B. will be looking to establish and register a network of Club Child Protection Officers.

The S.K.G.B. will produce and forward a one year action plan to CHILDREN1st each year in its goal to meet the requirements of the Child Protection Accord by 2011 to include the following:

We will have in place, or be directly associated with, a dedicated person who is trained and aware of the issues and procedures necessary to deliver our child protection objectives. Ensure updated procedures are communicated and have Board approval. We will have in place, or be directly associated with, at least one individual who is qualified to deliver child protection training to our staff and volunteers and will arrange 1 / 2 workshops in child protection per year.

The protection of children will be evidenced in our strategic planning and sports development agendas. The S.K.G.B. will have in place a robust Child Protection Policy which clearly sets out our commitment to the safety and welfare of children in and throughout the sport and will ensure the continued education of coaches and volunteers and association Child Protection Officers

The S.K.G.B. will take reasonable steps to raise awareness of and promote our Child Protection Policy to all our staff, volunteers, partners, members parents and children and produce relevant codes. We will have in place a Code of Conduct which clearly sets out the standards of behaviour expected from all our coaches and volunteers.

The S.K.G.B. will undertake an assessment of our capacity to protect children from risk and will have audited our current provision, procedures and capability. We will have continued consultation with association Child Protection Officers and will introduce safeguards to manage avoidable risks.

The S.K.G.B. will undertake regular reviews of risk and the effectiveness of safeguards and put in place risk management Policy. We will make information available to parents and the general public about the role of our organisation / sport in protecting children. We will make information available to all personnel working or volunteering with children in our organisation/sport about what they should do if they are concerned about a child.

The S.K.G.B. will have a robust recruitment and selection procedures in place to ensure that the suitability of any individual volunteering or working with children has been thoroughly and fairly assessed before they are appointed.

In education and training we will make available to staff and volunteers information on, and where possible access to appropriate levels of child protection training and information to help them fulfil their responsibilities.

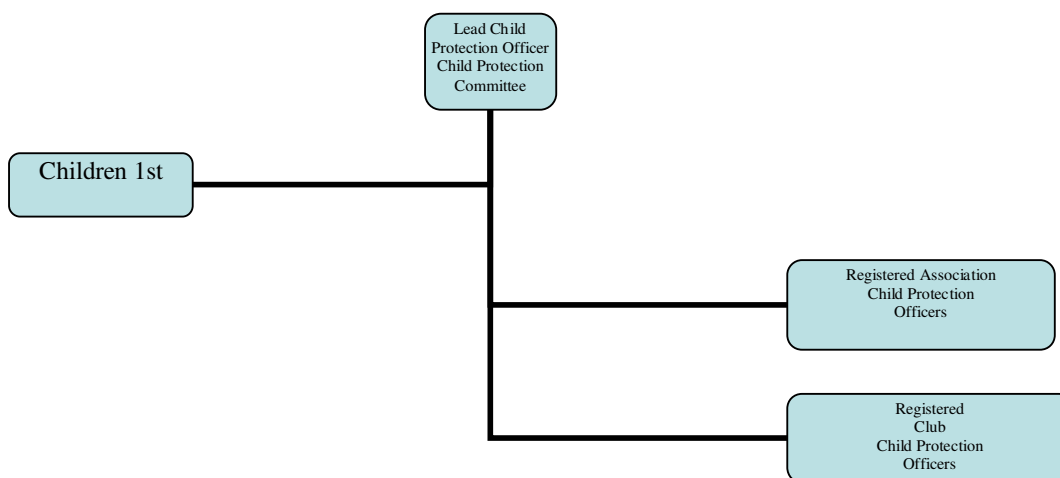
We will have processes in place to ensure that our Child Protection Policy and related procedures are monitored and reviewed at regular intervals to ensure that they are effective, up-to-date and relevant.

We will have in place procedures to ensure that children are consulted, listened to and respected.

We will work with our partners in sport and child protection to share information, knowledge, skills and expertise to protect children.

We will share information about our role and action taken to protect children in sport to our partners, stakeholders and members (as applicable), parents, children and local Child Protection Committees.

S.K.G.B. Child Protection Structure



10. Anti Doping Education for athletes

The S.K.G.B. will have in place by end of 2009 an Anti Doping Officer (ADO) whose responsibility over the next four years will be to implement and manage the Policy and produce an action plan relating to the policy, liaise with the Board of Directors, Sports Director and Executive Administrator on the implementation of the plan. The ADO will be produce progress reports to the Board of Directors and U.K. Sport.

The S.K.G.B. will be engage the services of U.K. Sport to deliver an Anti-Doping work Shops for our athletes and coaches

10. Sports Performance Plan 2009 – 2013

Mission Statement

To develop Scottish Karate as a force within the European and World Stage, participating in and achieving results in all areas and at all levels. Allowing access to all members by participation in Youth development programmes and skills enhancement activities.

Goals

1. To develop an environment within the sport that allows access to all members regardless of age, gender or ability.
2. To encourage participation in the ongoing youth development programme
3. To progress the coaching skills of all instructors within the organisation and enable them access to all development programmes and courses
4. To develop the Scottish Squad, Youth and Adult on the international scene, achieving medal status at most major events.
5. To recreate the elite status that Scottish karate once held on the world stage.

History

Scottish Karate has always encouraged participation by all members at every level of the sport. It had achieved an elite status on the world stage in the 1970's and 80's, taking many individual and team awards. Over the years the sport developed rapidly in other parts of the world and unfortunately Scotland did not keep up with these changes in the international scene. Due to these factors it lost its position as one of the top countries in the sport, but in recent years work has been done to address this issue and Scotland is again, gradually developing and achieving medal status. The following development plan is to show how we, as an organisation, intend to further this goal, (see appendix 1 indicators for further history) and is being prepared by the Sports Development Group

Sports Development Group

This group set up in 2005 to further the above goals of the organisation will continue to progress this work through the 2009-2013 plan. It will take responsibility for the overseeing of the four year plan in relation to the development of the sports participation in forthcoming competitions, and development of an activity plan for members and programmes of skills enhancement.

Members of the above group will include the following: At a national level:

- The Director of Sport
- The National Kumite Coach
- Assistant National Kumite Coach.
- Representative from the Referee Committee
- Representative from current national squad
- Director and Secretary of the SKGB Limited

Coaching Deployment

Over the course of this development plan the coaching team will play an important role. Area coaches will be kept informed of all developments and will encourage members to participate in all programmes.

Overall responsibility for the furtherance of the plan will lie with the Director of Sport with assistance from the National Coach who will be supported in this task by 2 senior assistant national coaches and the newly appointed Junior National coaches (see below), who will at all times have the backing and support of the Sports Development Group. The Senior Coaches main task is the development of the elite athletes, "The National Squad". Area coaches will be responsible for the training and development of athletes who have not yet achieved "A" squad or elite status.

Junior National Squad Coaches

Over year two of the previous development plan a criteria for selection of junior coaches was developed, this being the responsibility of the Director of Sport, the National Coach and two Senior national coaches overseen by the governing body. The criteria for selection was developed and is now in place and appointment of Junior National Coaches will be made from the beginning of 2009.

To develop and progress this initiative funding must be sought to allow the continuation of this programme. To insure the future of this appointed junior national squad coaches will continue to attend and assist at national squad training to develop and enhance their skills and where funding is available travel abroad with the squad. Where deemed appropriate, Junior National coaches will be used to mentor and encourage future elite squad members and pass on their experience and knowledge of International events. They may on occasion stand in for senior coaches at international events to allow them to gain experience, always with at least one members of the senior coaching team in attendance.

Area coaches will be encouraged to participate in the Youth Development Programme thereby giving their members access to all local and national competitions.

Female Coaches

Female coaches have been identified and are in place for the first event of 2009, The European Championships. These coaches will be there also in a role as chaperone for the 14/15 year olds squad members (Female).

Training and Competition Programme

All members are encouraged to participate in regular club training sessions. These sessions are under the auspices of club coaches. All areas hold regular local competitions to give members experience. Through this development plan it has been agreed that all areas will hold monthly junior squad training sessions, which are under the auspices of local area coaches, with a view to allowing students showing potential to progress to national squad training sessions. Area coaches are responsible for identifying talented students and notifying the national coach. Sessions are provided in such a way that they have become very popular and are seen as safe, fun events by all participants.

These training sessions have been structured to allow an easy progression for the student into the Youth Development Programme.

Youth Development Programme

A Youth Development Programme has been established to enhance and progress the achievement of young participants in the sport. This plan will further the above programme in the following ways:

YDP Goals and Activities

The establishment of a training plan for all youth in the sport. The following table shows the set up and categories for these training events.

Youth Development Programme – Junior and squad Training Plan			
Age	Category	Coaching Level	Frequency
5 – 13 Years	Open	Club & Area Coaches	1 per week
14 – 15 Years	Open	Area Coaches	1 per week
14 – 15 Years	National Squad	National and National Assistant coaches	1 per month
16 – 17 Years	Open	Area coaches	1 per week
16 – 17 Years	National Squad	National and National Assistant Coaches	1 per month
18 +	Open	Area Coaches	1 per week
18 +	National Squad	National and National Assistant Coaches	1 per month

A Squad Training – Talented Athletes Programme has been established to further and enhance the Junior and Squad training plan to allow talented athletes access to advanced and more intense training activities. This plan takes the following form and at present is activated in the run up to major international competitions. The training that takes place at these events is over and above the normal training schedule set out in the categories above:

Competition Training Plan – Talented Athletes Programme					
Timing and frequency of these events will vary			Frequency	Type	Venue
Age	Category	Coaching Level			
14-15 Years	National Squad/Open to athletes to develop skills	National and National Assistant Coaches	3 times a week	Technique and tactical training	Meadowbank Sports Centre, Edinburgh or Ratho Centre
14+ Years	Junior/Senior National Squad	National and National Assistant Coaches	*Weekend Training Camp (3 days)	See below for activity table	Inverclyde Training Centre/Ratho Centre
16-17 Years	Junior National Squad	National and National Assistant Coaches	3 times a week	Technique and tactical training	Meadowbank Sports Centre, Edinburgh or Ratho Centre
18 + Years	Senior National Squad	National and National Assistant Coaches	*Weekend Training Camp (3 days)	See below for activity table	Inverclyde Training Centre/ Ratho Centre

Residential training camps and weekend, non residential, training sessions have been held successfully over the past two years and these will continue

over the life to this plan. These sessions have been viewed as a highly successful way of bringing the international squad together as a cohesive unit. The format of these camps and activities undertaken are included in the plan above and outlined below:

Residential Training Camps – The camp is set up prior to a major competition and held, at present, in the Inverclyde Training Centre, Largs and/or Ratho Centre. Planning and the structure of the activities are the responsibility of the Director of Sports and National Team Coach and the 2 Assistant National Coaches. Activities are based on technique training and tactics. Some use of the Glasgow University Sports and Science Unit has been replaced by the fact that a number of the senior athletes are now attending University and have their own programmes available to them through the universities. Other athletes not attending university have their own personal programmes up and running. The following is a typical programme of the three day camp:

Programme:

Morning Session – 2 hours – tactic and competition technique

Afternoon Session – 3 hours – speed and flexibility training

Evening Session – 2 hours – Speed, tactics, reaction training

Medal Success Senior Competitors:

Over the years karate has achieved success in many international competitions and with the above development plan hope to improve on this over the next four years. Over the timescale of the 2005-2009 plan we increased the medal success of the squad by a major degree. During the life of this plan we hope to continue to increase our success and are already seeing medal positions being achieved.

The medals shown below are those taken by senior squad members (18 years plus) over the final two years of the 2005-2009 plan, other medal positions were taken in the last year of this plan.

Table Medal Success – Senior Squad Competitors		
Competition	Category	Medal Achieved
British Championships 2008	Male and Female Individual various weights	6 Gold 3 Silver 3 Bronze
Commonwealth Championships 2008	Male and Female Individual various weights	8 Gold 4 Silver 5 Bronze
World All Styles 2008	Male & Female Individual	1 Bronze
French Open 2007-2008	Male & Female Individual various weights	1 Gold 2 Silver 1 Bronze

Performance targets for the life of this development plan are given below

Enhanced Programme for Junior and Senior Squad Member (Prior to major events)

Coaching and Training

All senior/junior coaches will participate in extended training sessions with junior/senior squad members outlined below:

One Month Prior to major competitions – all squad members will attend weekend training sessions covering tactics, competition technique, speed and reaction training.

In addition, particular weekend sessions will be held out with the training schedule outlined in the youth development programme that will be attended by only senior elite squad members. These will be facilitated by the senior coaching team, held in various sports centres and will allow participants to share experience of previous attendance at competitions as well as the usual rigorous physical training.

Over the period of this plan the senior coaching team will maintain a record of squad participants showing potential and achieving medal position in competition.

14-15 Year Olds – Squad Membership

Under the new rules, as from 2009, 14-15 year olds can now compete in European and World Championships. This age group is now included and encouraged to be part of the National Squad training and will travel to International competitions.

A goal for this development within the sport is for all 14 – 15 year olds to train with senior squad members with whom they will travel and participate alongside at competition level. To enhance the advancement of this goal we are also encouraging the Junior National Coaches to play a major role in the development of this junior squad and to this end we have also encouraged the inclusion of female coaches when travelling abroad to enable a gender balance and allow all eligible athletes to feel able and comfortable to participate. (*See performance indicators in Appendix 2 for early achievements in this age group*)

16-17 Year Olds

Previously this was the youngest age category (Cadets) allowed to participate at European and World level. Through our junior and senior squad membership enhancement programme the youngsters performing at this level will be encouraged and developed to play a major role in national and international competitions. This will give Scottish karate a pool of athletes who will move into the senior positions when these become vacant.

Table Medal Success 16-17 Year Olds (Cadets)		
Competition	Category	Medal Achieved
British Championships 2008	Male and Female Individual various weights	5 Gold 3 Silver 6 Bronze
Commonwealth Championships 2008	Male and Female Individual various weights	4 Gold 3 Silver 6 Bronze

Performance targets: (Domestic and International Competition) for year one of plan

Senior Competitions 2009-2013 (18 years upwards)

With all senior athletes we will maintain the current level of medal achievements and increase this over the life of the plan by at least one new medal position per year. (See medal success table above for 2007-2008 achievements)

Cadet Competitions 2009-2013 (16 and 17 year olds)

With all cadet athletes we will maintain the current level of medal achievements and increase this over the life of the plan by at least one new medal position per year. (See medal success table above for 2007-2008 achievements)

Junior Competitions 2009 -2013(14/15 Year Olds)

As this is a new age category for European and World competitions we do not have a long record of achievement to show as evidence. Although in the short life of this plan so far, early 2009, we have already achieved medal positions at European level. (See performance indicators and 14/15 medal table in appendix 2). Targets for this age group will be set at a realistic level for the first year of the plan, but through our youth development programme we are looking a good proven track record appearing for this age group at a high competition level.

For year 2009 we will hopefully achieve 3 further medal positions as we bring more youngsters into the national squad. In 2010 we will hope to improve on this success by a further 3 medal positions.

Fitness and Nutrition Programme

As mentioned previously the majority of the senior squad members now have their own nutrition and fitness programmes running. Over the period of the plan it is hoped to develop a programme for junior members taking advice and support from other professional services were required.

European and World Championships

The main aim of the governing body, through this performance plan, is to develop, enhance and build on the current success of Scottish competitors on the European and World stage. To enable the governing body to do this we must seek funding, sponsorship and support from many areas. Varying funding sources will be identified when appropriate.

As can be seen from the increase in medal achievement over the period of the last four year plan, the development programme appears to be working and all indications are that over the life of this plan we will enhance these achievements further.

Budget European and World Championships 2009 (Year 1 of plan)

Category	Junior European 2009 Paris	Junior World 2009 Morroco	Senior European 2009 Croatia	Budget
Coaching	£900	£900	£900	£2700
Training (Residential)*	£1500	£1500	£1500	£4500
Training (Non	£720	£720	£720	£2160

Residential)**				
Equipment	£500	£500	£500	£1500
Internal Travel	£900	£900	£900	£2700
International Travel Competitors	£7400	£8500	£4000	£19900
International Travel Coaches x 3	£600 x 2 coaches	£900	£800	£2300
Accommodation	included as total cost of European travel/accom	included as total cost of European travel/accom	included as total cost of European travel/accom	
Subsistence	£1200	£1200	£840	£3240
Entry Fees	£300	£300	£300	£900
Insurance/Fees	£360	£360	£360	£1080
Totals	£14380	£15780	£10820	£40980

*This is covering three residential training sessions in the year progressing to all championships.

**This is covering two, six week weekend sessions progressing towards both championships. These would be held every Friday, Saturday and Sunday for 2 hours per day.

#The costs for this are calculated on previous charges which were travel and accommodation together.

The overall budget shows the total costs to the governing body of sending individuals named as medal potential, other competitors to allow the progression of this development plan and coaches to a maximum of three. Funding will be sought from the appropriate sources and any shortfalls will be covered by individuals or their Associations.

To allow the governing body to achieve the aims of this performance plan we will have to send competitors to many other international competitions to gain experience on the international circuit, monies for this will be sought from other sources and funded through membership fees and sponsorship.

Appendix 1

Performance History and Indicators to Progression and success of Sports Performance Plan

To develop an environment within the sport that allows access to all members regardless of age, gender or ability.

Increase in numbers attending classes throughout the areas covered by the governing body.

Increased interest of female fighters to attend major competitions

At present there are a few disabled participant in the sport, training at local club level – we would want to encourage these participants to further their activity and see the possibilities for achievement through the grading system.

To encourage participation in the ongoing youth development programme

Squad training sessions are seen as an essential element of health and fitness training by a majority of participants in the sport.

Attendance at junior squad training programmes greatly increased.

Enhancement of fighting techniques attributed to the development programme

Recent and current international squad members introduced as junior coaches to youth development programme

To progress the coaching skills of all instructors within the organisation and enable them access to all development programmes and courses

Promote and encourages participation in relevant training schemes by all local club coaches – maintenance of records by governing body.

Increased number of local club coaches attending Sports Coach UK courses and attaining relevant modules

To develop the Scottish Squad, Youth and Adult on the international scene, achieving medal status at most major events.

- Increased use of previous / retired squad members as squad coaches and mentors
- Increased involvement of female coaches at a European and World level
- Increased use of Training programme by all National Squad Members
- Increased programme of health and fitness training courses
- Maintenance of records of all achievement in relation to appendix 3: Events Programme
- Monitor performance targets

- To develop the 14/15 Year Old competitors to European and World level competition standard.

Increased medal achievement for this age group at national competitions (Scottish and British) These will be used as performance training opportunities in lead up to European and World Competitions

Increased participation in national squad for this age group.

To recreate the elite status that Scottish karate once held on the world stage.

Increased medal performance in international competition

Appendix 2

Table Medal Success 14/15 Year Olds (Junior)		
Competition	Category	Medal Achieved
British Championships 2008	Male and Female	8 Gold 5 Silver 6 Bronze
Commonwealth 2008	Male & Female Individual	7 Gold 4 Silver 6 Bronze
Scottish Open Championships 2008	Male & Female Individual	10 Gold 4 Silver 5 Bronze
Scotland V Norway 2008	Male & Female Individual	4 Gold 4 Silver 5 Bronze
European Junior Championships 2009	Male & Female Individual	2 Bronze

As can be seen from the table above, through the Youth Development Programme this age group is already achieving good medal performance at many levels of the sport. Below we have given some performance targets we hope to achieve in the first two years of this plan.

Performance target for 14/15 year olds

Performance targets 14/15 Year Olds (Junior)		
Competition	Category	Medal Achieved
British Championships 2009-10	Male and Female	Maintain current standing
Scottish Open Championships 2009-10	Male and Female	Maintain current standing
Junior Dutch Open 2009	Male & Female Individual	3 Gold 1 Silver 2 Bronze
European Junior Championships 2010	Male & Female Individual	1 Silver 3 Bronze
World Junior Championships 2009	Male and Female	Semi Finals 1 Bronze

13. Refereeing Commission

Training of Officials and Volunteers

The forthcoming four years will be a challenging time for the Referee commission due to the fact that there has been great success with our officials as far as training, assessment and achievement in gaining new qualifications at National, British and European level.

The main reason for the success detailed below is the introduction of a structured training program. This has also been assisted by the support of two World Referees.

The training program details the possible progression for Karate Officials at National level and also incorporates guidance on training, development and assessment up to European and World level.

The next four years will hopefully see further success with training, development and assessment. We now have qualified EKF officials who have gained enough experience to run the Referee Commission training program without assistance from any World Referees.

The SKGB Board of Directors will support financing the European Karate Federation qualified officials continued improvement by funding their expenses to allow them to gain further experience and qualifications at EKF events until the end of 2010.

The Referee Commission has the experience to train and assess all National officials to a satisfactory level and therefore allow them the opportunity to go forward and attain British and European qualifications.

The Referee Commission will continue to promote karate refereeing within Scottish Karate and continue to train and develop officials. The Referee Commission is confident that they will maintain a similar number of Nationally qualified officials as we have today and see the following promotions over the next four years:-

- Continued progression of our presently qualified officials ranging from Judge “B” and achieving up to Referee “A” qualifications.
- 3 officials achieving British Karate Official qualifications.
- 2 officials achieving European Karate Federation Kumite Judge qualifications.
- 2 officials achieving European Karate Federation Kumite Referee qualifications.
- 2 officials achieving European Karate Federation Kata Judge qualifications.

Presidents Plan

To promote Scotland on the British [BKF] European, Commonwealth and World stage. Attend the EKF Championships and represent Scotland at various meetings.

To stabilise British karate and ensure Scotland remains part of the IOC recognised WKF countries. Attend the WKF Championships representing Britain at various meetings.

To further develop the Scottish international open championships overseas and continue to promote our Championships at EKF events and ensure nations become aware of this annual event in Scotland.

To support the WKF in its mission to have karate accepted as an Olympic sport and to meet with Lord Moynihan and address his full BOA board in our quest for karate being recognised as an Olympic sport and report findings to SKGB, BKF and WKF

To support the Commonwealth Karate Federation in its mission to have karate in the Commonwealth games proper and represent Scotland in India at the Commonwealth Karate championships attending meetings with a view to forming a strategy in order that karate enters the Commonwealth games proper Long term outcome will be for Karate to become a member of the Commonwealth games.

To support my fellow chairman fellow directors Attend meetings, Championships and liaise by phone, email and phone conferencing. Report on world affairs and update on BKF, EKF, CKF and WKF issues.

Marketing

To market the SKGB as a professional organisation and continue to promote Directors, Sportscotland to external organisations and more importantly our members, to ensure that they are fully informed of developments within the Governing Body.

To investigate potential sponsorship for the SKGB which will support and contribute to our ongoing operational costs. Promote the SKGB to potential sponsors and the benefits of a partnership agreement and to secure sponsorship agreements with professional organisations.

Long term outcome will be to improve our status and credibility on a Global scale

Traditional

To form a traditional karate committee and foster and develop the traditional interests of the S.K.G.B. membership by way of events etc.

Long term outcome

Long term outcome will be to organise on an annual basis the integration of members through events etc of a non sporting nature.

21 List of Local Authority where Accredited Clubs are registered

Local Authorities

Aberdeen City

Aberdeenshire

Angus

Argyle & Bute

Dundee City

East Lothian

East Renfrewshire

Edinburgh City

Falkirk

Fife

Glasgow City

Inverclyde

Midlothian

North Ayrshire

North Lanarkshire

Orkney Islands

Perth & Kinross

Renfrewshire

Scottish Borders

Stirling

South Ayrshire

South Lanarkshire

West Dumbarton

West Lothian

22 List of Local Authority where Accredited Clubs are still to be established

Local Authorities

Clackmannanshire

Dumfries & Galloway

East Ayrshire

East Dunbartonshire

Eilean Siar

Highland

Moray

Shetland Islands

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