



BADC
Procedures and Practices
2024 - 2025

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For teaching guidance and exam syllabi please refer to the BADC Teachers Handbook.

NOTE: The British Academy of Dramatic Combat shall be referred to as The BADC and or the Academy and the Executive Committee shall be referred to as The Committee throughout this document.

General Membership & Information

1. MEMBERSHIP CATEGORIES

Voting categories of membership

- a. **FULL MEMBER:** A certified BADC Dramatic Combat Teacher and Examiner in good standing*. An annual membership fee is required except in the case of Life Members.
 - i. **CERTIFIED DRAMATIC COMBAT TEACHER:** An individual who has successfully completed the BADC Teacher Training Programme and satisfied all requirements of the probationary period.
 - ii. **SENIOR TEACHER:** A certified teacher, with 5 years experience as a fully certified teacher. Eligibility: consistent and regular attendance to BADC workshops and AGM. Consistently teaching for a minimum of five years since passing out of Probationary status, or three hundred successful candidates at Standard level or, one hundred successful candidates at Further Weapons level.
 - iii. **MENTOR TEACHER:** A certified Senior Teacher with an apprentice. A teacher is eligible to take on an Apprentice in the fifth calendar year after passing out of probationary teacher status, e.g. a teacher who passed out at the Greenwood in 2015 is eligible to take an apprentice for the 1st September 2020 intake.
 - iv. **MASTER AT ARMS:** A certified teacher who has accumulated over fifteen years of regular BADC teaching.
 - v. **COMMITTEE MEMBER:** A certified teacher who has been successfully elected to the BADC Committee.
 - vi. **PROBATIONARY DRAMATIC COMBAT TEACHER:** Any individual who has completed the BADC Teacher Training Programme and successfully passed the Teacher Training Exam but has not yet satisfied all requirements to achieve full certified Teacher status. A Probationary Teacher can teach the BADC Standard syllabus.
 - vii. **APPRENTICE AND PROBATIONARY COMMITTEE REPRESENTATIVE:** An apprentice or probationary teacher who has been successfully elected as a voting spokesperson for the Apprentices and Probationary teachers. Probationary teachers due to be fully certified teachers by the upcoming AGM.
 - viii. **TRAINEE EXAMINER:** A Certified Teacher who has been accepted onto the Trainee Examiners program.
 - ix. **PROBATIONARY EXAMINER:** A Trainee Examiner who has successfully passed the Examiner Assessment and now in the 18 month probationary period. A Probationary Examiner can examine the BADC Standard syllabus.
 - x. **EXAMINER:** A Trainee Examiner who has successfully completed the BADC Examiner's Training Program and become an Examiner.
 - xi. **SENIOR EXAMINER:** An Examiner with 5 years of Examiner status examining a minimum of 20 exams. Senior Examiners are to act as mentors to the Trainee Examiners.
 - xii. **LIFE MEMBER:** The incumbent Committee may at their discretion grant life membership to any member for who has rendered special services to The BADC or who in the opinion of the Committee is deserving of the distinction. Also, those who have attained the age of sixty-five and completed at least ten years continuous membership of The BADC. Life members shall not be liable to pay subscriptions but shall be entitled to all rights and privileges of membership including the right to attend meetings, vote and be nominated for Committee and other offices.

b. Non-Voting categories of membership

- i. BADC student:** An individual currently training on a BADC affiliated course.
 - ii. SWASHBUCKLER:** BADC students or actor combatants with either a FREE one year membership or those paying an annual subscription entitling them to attend three BADC workshops a year at no additional cost. Students who volunteer to take part in a BADC apprentice assessment may be granted a year's free Swashbuckling membership. All swashbucklers should be signed up to the online TCR in order to receive a BADC membership.
 - iii. APPRENTICE DRAMATIC COMBAT TEACHER:** An advanced student who has officially enrolled as an apprentice on the two years BADC Teacher Training Programme and has paid the applicable fee.
 - iv. RECIPROCAL DRAMATIC COMBAT TEACHER:** An experienced Teacher from another recognised dramatic combat organisation officially enrolled on the Reciprocal Teacher training program.
 - v. SCHOLAR:** Any individual who has an academic or research interest in dramatic combat or those who do not wish to participate in the practical study of dramatic combat. An Annual Membership fee is required.
 - vi. FELLOW:** An honorary title bestowed upon any individual that the Academy deems deserving. A fellowship can be given to non-members in recognition of their outstanding service and contribution to the field of Dramatic Combat. Fellows of the Academy shall not be liable to pay subscriptions but may attend meetings.
- Change of status:** Any change of status (i.e. from probationary teacher to full teacher) will be confirmed by the incumbent Committee and individuals will be notified by the relevant officer thereof.

2. ADMISSION OF MEMBERS

- a.** Application for membership can be made via the BADC website.
- b.** An eligible individual applying to become an Apprentice is expected to have been accepted by a Senior Teacher before applying for the BADC Teacher Training Programme by the start of each academic year. (please refer to the last section of Procedures and Practices).
- c.** All members are required to declare any potential conflict of interest during their membership (includes any past or current affiliation to other dramatic combat organisations, training and qualifications).
- d.** Any teaching member of another recognised** dramatic combat/fight directors' society applying for the Reciprocal Teacher membership will be considered by the Committee for entry into the BADC at an equivalent level of membership. Applicants may be required to complete some components of the BADC Teacher Training Programme.

3. MEMBERSHIP CARDS

Once a member has paid their subscription fee on the 1st of September they can apply to the membership secretary for a membership card. Cards are produced in December dated September to September of that following year, to cover the period of membership administration each year. Should a member not be in good standing by nonpayment of subs (by the 30th of September) then they will not be in receipt of a membership card.

4. USE OF MEMBERSHIP

- a. **Benefits.** Members in good standing may make reference to their BADC qualifications, membership and role on personal publicity and promotional material, CVs and casting website profiles. This information must be correct and updated to reflect any changes in membership. Members are entitled to attend the BADC workshops without additional charge. Members in good standing may run BADC affiliated certification courses and may book a BADC examiner. They may also apply for the committee or other roles with the BADC.
- b. **Misuse** of The BADC name or misrepresentation of role within the BADC will not be tolerated. The BADC Committee reserves the right to terminate membership or otherwise discipline members.
- c. **Courses.** BADC Teachers conducting their own courses, workshops and events featuring BADC examinations must be clearly advertised as being 'affiliated to the BADC' or 'BADC affiliated'.
- d. **BADC Course.** Only training events organised formally by the BADC Committee may be publicised as a 'BADC Course'.

5. REGISTER OF MEMBERS

The Membership Secretary shall keep a register of members in which the following particulars shall be entered:

- a. The names and contact details of all current and past members.
- b. The dates at which each person entered in the register as a member, ceased to be a member and when their contact details were last updated.
- c. The category of the membership within BADC.
- d. The names and addresses of all Officers of the Committee and the dates on which they entered and left office.
- e. Every member is required to notify the Membership Secretary of any changes in contact details within fourteen days of the change and update their user account on the website.

6. SUBSCRIPTIONS AND FUNDS

- a. Full Members shall pay an annual subscription to The BADC, currently £50
- b. This subscription shall become due on September 1st each year.
- c. This subscription must be paid before the member is entitled to any privileges of membership.
- d. Swashbucklers shall pay a reduced annual subscription to The BADC, currently £35 (as of September 2017).
- e. Committee members are in receipt of a gratis membership for the duration of their term on the committee. Committee members are required to have paid subs in order to become a committee member, therefore, they will receive 2 years gratis following their admittance to the committee (assuming they serve a full 2-year term).
- f. Fellows and Life Members are exempt from annual subscriptions.
- g. Any member who has not paid their subscription by the 30th of September shall be reminded by letter or email of this outstanding payment from the BADC Committee Secretary. If no payment is forthcoming that person shall cease to be a member of the BADC and shall receive written confirmation of that fact from the Secretary.

- h. To rejoin the BADC a written application must be made to the Secretary and this shall be considered by the Committee before rejoining is permitted. An administration fee of £15 on top of the annual fee (£50) will be charged. Absence in excess of 5 years will require additional training before rejoining.
- i. No person in arrears shall be considered a member in good standing for the purpose of these rules and, where applicable, will cease to have: voting rights, attendance to workshops, to be allowed to run BADC affiliated courses, to book an examiner, be nominated or second a nomination.
- j. The Committee, on receiving information that any member is unable to pay their subscriptions owing to want of work or other good reasons, may at its discretion excuse payment of that member's subscription for such a period as they see fit and the member shall not forfeit the privileges of membership. In such cases a written request must be submitted by the member to the Secretary within twenty-eight days of the subscription due date. A period of six months grace or gratis membership may be awarded to a member who is having difficulty paying their subscriptions - please apply to the Secretary (although you will not receive a card). At the end of this period the committee will review your membership status.
- k. The Committee may alter the rates of subscription subject to ratification at the AGM or referendum. The current subscription rate will be made available upon request to the Secretary

APPLICATION OF FUNDS

No profits or funds shall be distributed amongst the members.

7. DISSOLUTION OF THE ACADEMY

- a. If the BADC shall pass in a general meeting, by a majority comprising three quarters or more of voting members present, a resolution of intent to dissolve, the Committee shall take immediate steps to convert all the assets of The BADC into money.
- b. The Committee shall appoint Trustees from their body to manage the dissolution.
- c. The proceeds of the conversion shall be used by the Trustees firstly to discharge all the debts and liabilities of The BADC at which point BADC shall be treated as dissolved.
- d. One year after the dissolution of the BADC any remaining monies shall be donated to charities or associations in keeping with the BADC's aims.
- e. The membership will be informed of the above within 28 days of the event.

8. GRIEVANCES

- a. Any grievances must first be raised with a member of the committee, who if unable to facilitate a solution, will advise the member on their next course of action.
- b. Once a grievance is made it will be raised at the next committee meeting.
- c. The committee may request the member with a grievance to attend a committee or special meeting to address the grievance fully. They may wish to bring a witness or fellow member as support to this meeting.

9. THE SETTLEMENT OF DISPUTES

All disputes that fall within the remit of The BADC shall be settled by the Committee, unless the Committee elects to refer the matter directly to a special meeting.

- a. If the matter is outside of the constitutional or statutory authority of the BADC, then the Committee may refer the disputing members to the courts or arbitration.
- b. The judgement of the Committee must be based in fact.
- c. The decision of the Committee will be subject to appeal. An Appeal Panel comprises of one committee member chosen by each person in the dispute, another one committee member agreed by both parties and a further two members from the general membership as agreed to by both parties in dispute.
- d. The decision of the Appeal Panel is final.

10. THE DISCIPLINE OF MEMBERS

- a. The Committee shall have the power to reprimand, suspend (for a period not exceeding twelve months), or expel any member who shall infringe any substantive rule or bring the BADC into disrepute.
- b. No member (unless convicted of any offence by a court of summary jurisdiction or other court) shall be reprimanded, suspended, or expelled, without first being summoned before the Committee and full opportunity afforded that member to advance a defence. The member may choose to be accompanied by one other person who may be a solicitor. At least two thirds of the members of the Committee then present must vote for any subsequent action.
- c. Suspended members shall not be entitled to attend any general meeting or vote at any election or hold office during suspension, but shall remain liable to pay subscriptions.
- d. The Chair may choose to abstain from casting votes in discipline cases.

11. RESIGNATIONS OF MEMBERS

- a. Any member of the BADC may resign in writing at any time.
- b. A verbal resignation will be accepted by the Committee if:
 - i. Followed with a written resignation within two weeks.
 - ii. Made as a public verbal resignation at a Committee meeting or AGM, in the presence of a quorum Committee. The verbal resignation will then be included as part of the written minutes.
 - iii. A cooling off period of two weeks will be given.

12. CESSATION OF MEMBERSHIP

Members shall cease to be members:

- a. by non-payment of subscriptions.
- b. by expulsion.
- c. by resignation.
- d. by death.

13. THE PUBLICATIONS

- a. The BADC will produce annual copies of The Procedures and Practices and The Teachers' Handbook. These documents, including The Constitution, are available via the BADC website: www.badc.org.uk.
- b. The membership will be informed of any annual updates made to the Procedures and Practices (Pro & Prac) no less than 14 days before the BADC Greenwood Workshop.

- c. The Teachers Handbook will be made available at the Greenwood Workshop (launched in Nov 2013).
- d. The Training Officer will produce Teacher training documents including a brief summary of the requirements and this will be made available to all new Apprentice Teachers at the commencement of the apprenticeship.

Good standing* is defined as a current subscription paid member.
Recognised** dramatic combat society. Currently undefined.

The Committee

1. MEETINGS

- a. **Committee Meetings:** Meetings of the Committee of the BADC shall be held every quarter.
 - i. Members are welcome to attend BADC Committee meetings (at their expense) as observers. Members may request to have the floor in the 'any other business' part of the meeting (time permitting). No reasonable request shall be refused.
- b. **Annual General Meeting:** The BADC AGM shall be held every year and there shall be not more than thirteen months between one AGM and the next.
 - i. The AGM must be within one month of the elections.
 - ii. Notice of the AGM shall be posted not less than one month before the date of the meeting with a preliminary agenda. Members in good standing can formally contact the Committee Secretary with a request to add agenda items up to seven days before the meeting. Items arriving after this time may be heard at the end of the meeting if a majority of those assembled approve by a show of hands.
 - iii. At the AGM a report for the year shall be presented by each Officer of the Committee.
 - iv. Every member in good standing shall be entitled to be present at any general meeting.
- c. **Casting Vote:** If there is an equality of voting the Chair shall have the casting vote.
- d. **Quorum:** The AGM general meeting may proceed to business if ten voting members are present within 1 hour after the appointed time for the meeting, otherwise the meeting, if convened by request of the members, shall be dissolved, but if a meeting convened by order of the Committee it shall stand adjourned to the week following at the same time and the meeting so adjourned may proceed to business whatever the number of members present.
- e. **Adjournment:** In exceptional circumstances, a general meeting duly constituted, may adjourn to such time as the members present direct. No business shall be brought on at an adjournment meeting which could not have been transacted at the original meeting.
- f. **Special General Meetings:** An SGM may be called by the Secretary in the following cases:
 - i. On the direction of the Committee.
 - ii. On a requisition signed by one third of the total number of members entitled to attend and vote at a general meeting, stating the object thereof.
 - iii. Such a meeting to be held within not less than twenty-one days and not more than forty-two days from the date of the receipt of the request by the Secretary.
 - iv. No other business other than that named in the notice shall be brought before the meeting.

2. ELECTION OF COMMITTEE MEMBERS FOR TERM OF OFFICE

In accordance with the constitution, the Committee of the BADC shall be composed as set out below;

a. Nominations:

- i. The election of the Committee shall be by postal or email ballot.

- ii. A nomination sheet shall be made available from the Returning Officer at least eight weeks before the date fixed for the election, on which the names of the nominees must be entered.
 - iii. Each nominee must be a member in good standing and be willingly proposed and seconded by two further members also in good standing, who must themselves sign the sheet. If a nomination form has been seconded by a member who is not currently in good standing, the nomination will become void.
 - iv. No member under suspension at the date of closing of the nomination sheet shall be eligible for nomination.
 - v. Each nominee must provide a supporting statement and declare any potential conflicts of interest. (If the nominee is in any doubt about potential conflicts of interest they should seek clarification from the Secretary before submitting their statement)
 - vi. Each nominee will stand for election to the Committee.
 - vii. The position of Chair will be chosen by a vote of full members present at the AGM from those members elected to the new Committee who wish to stand.
 - viii. Once successful, the Officers roles in the Committee will be determined by the new Committee in a meeting held immediately after the AGM.
- b. Composition:**
- i. The committee shall be made up of a maximum of eight and a minimum of five voting members.
 - ii. Election to the committee shall be open to any paid up member.
 - iii. The term of office of the committee shall be 2 years.
 - iv. A Nominee must obtain 25% of votes to be eligible to sit on the committee.
- c. Who May Vote:**
- i. Each fully paid up member shall have a maximum eight votes.
 - ii. No member may give more than one vote to any candidate.
 - iii. No member is obliged to cast all of their votes.
 - iv. Apprentice teaching members may only stand for and vote for the position of Apprentice / Probationary Representative.
 - v. To vote for a candidate please mark a cross (X) in the box opposite their name. Do not mark the ballot paper in any other way. Spoiled papers will not be counted.
- d. Election of the Apprentice/Probationary Representative:**
This will be conducted in the same manner, the only difference is that Apprentices can be nominated. Should there only be one nomination then that person nominated will assume the role.
- e. In The Event of a Tie:**
Two or more candidates receiving an equal number of votes for the last vacancy or vacancies, the Committee will ask those two concerned to leave the AGM (if present) while a ballot of the members present is held. The candidate(s) receiving the most votes shall be declared duly elected.
- f. When Held:**
In an election year the election shall be held a month prior to an AGM and a full breakdown of the result shall be made known by post or email indicating which candidates have been elected. Nomination forms to be sent out to the membership at the start of August. The deadline for nominations to be returned by is the end of September. Voting forms are sent out at the start of October and the Ballot closes at the end of October. At the end of the first week of November the committee and 'elected' are informed. Official announcement made at the AGM.

3. THE COMMITTEE

The committee has a maximum of eight or a minimum of five voting members.

- a. Any voting member in good standing is eligible for election to the BADC Committee.
- b. **Powers:**
 - i. The day to day running of The BADC will be undertaken by the Committee.
 - ii. The incumbent Committee shall have the complete authority during its term of office to determine policy of the BADC and defer to the membership by vote in a general meeting or referendum.
 - iii. The BADC shall not participate in anti-competitive behaviour, spoken or written.
- c. **Term of Office:**
 - i. The term of office of the duly elected Committee shall be two years from the date of election.
 - ii. All members of the incumbent Committee shall be eligible for re-election as long as they have satisfied the responsibilities of their office.
- d. **Retirement, Vacation, Cessation of Membership:**
 - i. Any Committee member failing to attend three meetings during the term of office shall cease to be on the Committee and not be eligible for re-election unless they submit a written explanation which the Committee considers to be satisfactory.
 - ii. Any Committee member who ceases to be in good standing or is suspended shall vacate their position on the Committee immediately.
 - iii. Any vacancy so occurring may be filled by co-opting another member of the BADC at the Committee's discretion
- e. **Co-option of Members:**
 - i. The Committee may at any time co-opt members to serve on working parties and/or to prepare draft documents as and when required for a limited duration.
 - ii. The Committee may also invite experts, whether members or not, to attend meetings in an advisory capacity.
- f. **Quorum and Voting:**
 - i. The quorum required is two thirds of the full Committee.
 - ii. Minutes must be made available to the membership within 14 days of a Committee meeting.
 - iii. Each member of the Committee shall have one vote. The Chair shall have a second, or casting vote in the event of a tie, except in disciplinary cases where a simple majority will apply (where there is a tie in these cases no disciplinary action will be taken).
 - iv. Proxy or Postal Votes made in writing, before the meeting will be accepted on 'named single issue' voting. No one member may give a 'general proxy' vote to another member.
- g. **Salary and Expenses:** Membership of the Committee does not attract a salary. Reasonable expenses may be reimbursed at the discretion of the Treasurer.
- h. **The AGM Agenda order:**
 - Opening remarks
 - Reports
 - Publication updates (Pro&Prac to be ratified).
 - AOB
 - Elections results
 - Appointment of Chair
 - New Committee set meeting and workshop dates for the forthcoming year.

- i. **Ordinary meeting**
 - Opening remarks
 - Ratification of minutes
 - Reports
 - Motions, proposals and guest speakers
 - AOB
- j. **The Process:** The items raised on the agenda are first introduced by the Proposer. All committee members will have an opportunity to speak, interruptions will not be tolerated. If a member has additional comments then they will indicate their desire to speak to the Chair by raising a hand. The Chair will recognise this and afford the member an opportunity to speak, after all have had their say.
- k. **Etiquette:** Committee members are expected to be respectful at all times. The Chair will not tolerate the following: raised voices, defamatory comments, swearing or offensive language, direct confrontation, personal issues or slanderous accusations.
- l. **Terms**
 - i. 'A Motion' is a proposal put before a meeting for discussion and a decision.
 - ii. 'Off the record', when a member requests an item to be 'off the record', all members must agree to treat the following information as confidential, no record of the item will be recorded or recalled in any way.
 - iii. A 'point of order' request to the Chair for their ruling or interpretation, a request for a re-vote or any other point of order takes precedence over all other business.
- m. **How The Committee Makes Decisions:**
 - i. Items are raised by the Chair and committee members on behalf of the membership and as part of the 'day to day' running of the BADC. These items are then added to the meeting agenda.
 - ii. Agendas sent out in advance of the meeting to the entire membership.
 - iii. A motion is made at a meeting, followed by a Chaired discussion, and the action noted in the minutes.
 - iv. If a Proposal is made it must be seconded.
 - v. The Proposal is voted on
 - vi. If the item is passed it will be added to relevant publication.
 - vii. Updated versions of the Procedures and Practices and the Handbook will be emailed to membership in advance of the Greenwood.
 - viii. All new Committee decisions are shared and discussed at the Greenwood. Any amendment or clarifications and made to the publications.
 - ix. An updated version of the publication is emailed out to membership.
 - x. At the AGM the publication/s are ratified and an announcement of the Handbook updates are made (although membership vote is not required).
All decisions are now in effect.
- n. **Representation:** No individual is permitted to represent the BADC without prior arrangement with the BADC committee to do so. No individual may canvass or contact the membership or individual members, without authority of the committee or Chair, unless permitted by your Officer duties. Please direct all contact via the current secretary (the sole caretaker of the current membership lists).
- o. **Discipline:** An Officer may be disciplined if they fail to fulfil the duties of their position as outlined in this document and in the following instances:
 - i. Gross misconduct, including; inappropriate behaviour, abuse of position or funds.
 - ii. Violation of BADC policy, UK law, duties and responsibilities as defined in this document and in the BADC Constitution.

- iii. Failure to maintain active participation in the activities of the BADC to such an extent that fellow Officers and members deem the Officer negligent.
 - iv. Lateness, if offenders are over 10 mins late to a meeting, this will be noted in the meeting minutes as an absence. Offenders will be given a grace period of 20 minutes before the meeting starts. If a committee member is late on 3 occasions this will be deemed as 3 absences.
 - v. In any case, the Officer in question shall be invited to meet with the Committee to discuss the situation and decide upon what action is to be taken. Following a disciplinary meeting, if the Officer does not fulfil the requirements of the resolution within an agreed time-frame, the Committee can vote to remove the Officer.
- p. Disciplinary Action:**
- i. For a minor offence such as swearing the perpetrator will be verbally reprimanded.
 - ii. If a discussion becomes too heated the perpetrator may be asked to leave the room to cool down, the whole committee may take a break, or the perpetrator may receive a verbal warning.
- q. Verbal Warnings (during a term of committee membership):**
- i. The misconduct will be identified and an explanation of how this violates the BADC policy will be given. Then a request to improve will be made as will an outline of the consequence of continued or repeated behaviour.
 - ii. If a member receives a second verbal warning this will be immediately followed up with expulsion from the rest of the meeting and a written warning shall be issued by the secretary.
 - iii. If a member receives a third verbal warning then they shall be expelled from the committee immediately and they will receive written confirmation of their expulsion from the secretary.
 - iv. For major offences of unacceptable behaviour such as overtly offensive language directed towards another member of the committee or defamation of character (whether through direct slander or inference) without raising evidence (such as a letter of complaint or a 'vote of no confidence') will be interpreted as 'a false statement', resulting in the offending individual being expelled from the Committee immediately.
 - v. All of the above will be recorded in the minutes.
- r. Vote of No Confidence:**
- A committee member may make a request to the Chair to call for a vote of no confidence during a meeting. The proposer will be expected to explain the grounds for the vote. The committee may then wish to discuss the motion at this point and ask either or both the proposer and the accused to leave the room while discussed. The Committee may invite either member back into the meeting for further clarification. If the committee believes that acceptable terms have been established for a vote of no confidence then the Chair will ask for the proposal to be made formal, this will also require a second. A majority vote will result in the accused members' expulsion from the Committee. If the committee does not believe that there are acceptable grounds for a vote of no confidence then the proposal will be dismissed.
- Acceptable terms for a vote of no confidence.***
- i. Absent for three committee meetings with a two-year committee term.
 - ii. Continued failure to complete the required Officer's duties.
 - iii. Bringing the BADC into disrepute.

- iv. Illegal practices such as embezzlement or slander.
- s. **Absence of Chair:**
In the absence of the chair at any meeting the Vice Chair (if appointed) or an Officer shall be appointed by the members of the Committee present to conduct that meeting.
- t. **Committee Officers:**
 - i. The BADC Committee must fulfil the minimum duties of the following roles: Chair, Treasurer, Training Officer, Workshop Officer, Examinations Officer, Publications Officer and Committee Secretary (non-elected role).
 - ii. The BADC Committee may also fulfil additional duties or may be required to take on more than one role.
 - iii. With the exception of the Chair, all other Officers shall be elected by the Committee.
- u. **Handover:**
 - i. The incoming Committee shall take up their duties once the annual reports have been delivered at the AGM by the outgoing Committee.
 - ii. The membership assembled for the AGM shall select a Chair from the incoming Committee from members who have expressed an interest in the role.
 - iii. The new Committee shall then retire to appoint its Offices open for election.
 - iv. The Committee will then return to the AGM and announce its Officers.
 - v. It is the duty of the outgoing Officers to provide all necessary paperwork and support required by their successors within 28 days of the AGM.

4. COMMITTEE OFFICERS AND THEIR DUTIES

The mandatory roles are: Chair, Training officer, Workshop Officer, Exam co-ordinator, Communications Officer. (Treasurer and Secretary roles can be non-voting co-opted officers)

a. The Committee Chair:

A candidate must have served a minimum of one term on the committee as an officer.

- i. Shall take the Chair at all general, committee and special meetings.
 - ii. Compile the meeting agendas, including the Examiners Calibration meeting.
 - iii. Ensure that all Committee Offices fulfil their meeting minute's tasks.
 - iv. Shall serve as spokesperson of The BADC when required.
 - v. Act as a point of contact and liaison.
 - vi. To compile an annual progress report for the AGM.
 - vii. Liaise with Examiners, Exam Co-coordinator and Training Officer to arrange an annual calibration meeting.
- b. **The Vice Chair (Optional):**
To assume the role of Chair should the Chair be indisposed.
- c. **The Treasurer:**
- i. Shall put all monies received by the BADC to the credit of the BADC bank account. All cheques drawn upon the account of The BADC shall be signed by the Treasurer.
 - ii. Shall keep all current accounts and pay such appropriate debts as the Committee shall direct.
 - iii. Shall have authority to make payments on behalf of The BADC.
 - iv. Shall record all apprentice payments and membership fees and liaise with the Secretary to inform members when payments are required.

- v. Shall pay reasonable expenses to: all Committee members (on production of invoice/ receipt) for attendance to BADC meetings; Teachers for teaching at BADC events (on production of invoice/receipt); to other authorised guests to BADC meetings or events (on production of invoice/receipt).
 - vi. Liaise with workshop officer on allocation of workshop budget of £1600.
 - vii. Ratify all unusual expenditure with the committee
 - viii. To compile annual progress reports and accounts for the AGM.
- d. **The Secretary** (may be either voting or non-voting role):
- i. Shall keep a register of the names and addresses of all members.
 - ii. Shall liaise with the communications officer to inform all members of the time, date and location of relevant meetings and email the proposed agenda. Agendas to be emailed out to the entire membership 2 weeks in advance of every meeting, to allow for membership input.
 - iii. Shall attend all meetings as directed and take minutes of the proceedings.
 - iv. Shall submit minutes to the Chair 14 days after the meeting for ratification and then notify the entire membership that the meeting minutes are available should they wish to review them.
 - v. Shall act as the Returning Officer for the BADC election process.
 - vi. Shall liaise with the Treasurer on informing the membership of subscription payments.
 - vii. Shall pay to the Treasurer any monies received on behalf of The BADC.
 - viii. Shall coordinate with the Communications Officer and Workshop Officer to disseminate information to the membership.
 - ix. Shall co-ordinate and distribute the annual membership cards.
 - x. Shall book venues for all BADC Committee meetings.
- e. **The Exam Co-Ordinator:**
- i. Shall manage and co-ordinate the provision of Examiners for all BADC exams including video exams.
 - ii. Liaise with the Workshop Officer to arrange an annual Examiners Calibration meeting to ensure consistency, objectivity and quality in the BADC examination process.
 - iii. Shall compile and maintain records of all BADC examinations with copies of the EBF, ERF and EFF.
 - iv. To liaise all Trainee Examiners about forthcoming exams.
 - v. To compile annual progress reports for the AGM.
- f. **The Training Officer:**
- i. Shall organise and manage training for all Apprentices and Probationary Teachers.
 - ii. Shall be responsible for ensuring that all training requirements directly and efficiently satisfy learning outcomes.
 - iii. Shall provide all training documents for inclusion within the Teachers Handbook.
 - iv. Liaise with the Workshop Officer the Apprentices and Probationary workshop allocation per Workshop and the Apprentices and Probationary training day.
 - v. To co-ordinate and delegate the grading of all Apprentice, probationary and reciprocal Teachers written assignments.
 - vi. Read and feedback on Apprentice and Probationary Journals and log books.
 - vii. To co-ordinate the training programme of Trainee Examiners.
 - viii. To co-ordinate the training programme of Reciprocal Teachers.
 - ix. Examiner Training Programme supervisor
 - x. To liaise with the Treasurer regarding the payment of apprentice fees.

- xi.* To compile an annual progress report for the AGM.
- g. The Workshop Officer:**
 - i.* Shall liaise with the Training Officer and Treasurer to produce workshops and training days and may arrange additional workshops as agreed by the BADC Committee. Only over 18s are allowed to attend BADC workshops.
 - ii.* Shall arrange venue hire for all workshops and training events in the BADC Calendar, including AGM and Apprentice days. Venue Budget capped at £200 a workshop.
 - iii.* Will have responsibility for booking of tutors and weaponry (Inc. hire fees and collection/delivery where required) for all BADC events.
 - iv.* Liaise with the Communications Officer (and Secretary) to promote all BADC workshops and events. To regularly post updates of training opportunities, BADC Workshops, articles and points of interest to social media sites.
 - v.* Contact all outside (paid non BADC member) tutors. Guest tutor fee fixed at £100 (for 90 minute workshop). BADC Teacher fee is £75 (for a 90 min workshop). All pre-agreed, reasonable and appropriate travel expenses will be paid.
 - vi.* To ensure that a First Aider, First aid kit and refreshments for BADC meetings and workshops.
 - vii.* To arrange and ensure continued insurance for workshops via Hencilla Canworth.
 - viii.* Shall compile annual progress report for the AGM.
- h. The Publications Officer:**
 - i.* Shall be responsible for the production and annual updates of all the BADC publications: The Constitution, Teachers Handbook, The Procedures and Practices and The Training and Certification Record.
 - ii.* Shall liaise with the Training Officer and committee to compile and update the annual Teachers Handbook published at the Greenwood Workshop.
 - iii.* Shall liaise with the Committee to update the annual BADC Procedures and Practices as required for publication at the AGM.
 - iv.* Shall keep an archive of all BADC publications and documents in electronic format and as hard copies where necessary. The archive may be accessed on request to the Secretary by any BADC member in good standing.
 - v.* To compile an annual progress report for the AGM.
- i. The Communication Officer:**
 - i.* Shall answer all general correspondence and direct specific correspondence to the relevant officers and members.
 - ii.* Is responsible for general enquiries via the info@ email address which is the main point of contact via website. It is also the address that students receive when they sign up to the online TCR.
 - iii.* Management and monitoring of the online TCR. The Comms Officer has Super Admin access to allow for the correction, deletion and updating of information as requested by members.
 - iv.* Shall liaise with the TCR developer to communicate any bugs, required updates or future upgrading of the application.
 - v.* Shall liaise with student and teaching members when issues arise.
 - vi.* All entries and management of the online TCR should be communicated via info@badc.org.uk
 - vii.* Shall liaise with the Workshop Officer to promote all BADC workshops and events.

- viii.* Shall liaise with the website designer on all website updates and alterations no less than twenty-eight days after each committee meeting.
- ix.* Will proofread and edit all publicity material from the Publications Officer before presenting to the website designer or to the Secretary for distribution.
- x.* Will update membership status information after each Teachers Assessment.
- xi.* To compile annual progress report for the AGM
- j. Research and Development Liaison Officer:**
 - i.* Shall explore new areas of development for the BADC.
 - ii.* Shall represent the BADC when embarking on outreach work.
 - iii.* To liaise with the Chair and Communications Officer to create and cultivate links with other dramatic combat organisations and professionals both in the UK and overseas.
 - iv.* Shall compile annual progress report for the AGM.
- k. Inclusivity and Equality Officer**
 - i.* Shall advise the BADC Committee and advise the membership of current legislation and diversity issues.
 - ii.* Shall ensure compliance to the Equality Act 2010.
 - iii.* Shall monitor and review the Academy's activities and publications in relation to inclusion and discrimination to ensure best practice wherever possible.
 - iv.* Shall act as the liaison/point of contact for members with diversity issues.
 - v.* Shall liaise with Publications, Workshop and Training Officers to ensure support for disabled or extra educational needs.
 - vi.* Provide training/workshop sessions for Apprentices and Probationary Teachers when required during BADC workshops.
 - vii.* Shall compile annual progress report for the AGM
- l. Safety officer:**
 - i.* Shall advise the BADC Committee and advise the membership of current legislation and safety practices.
 - ii.* Liaise with the Workshop and Publications Officer on all Risk assessments.
 - iii.* Shall compile an annual progress report for the AGM.
- m. Merchandise Officer:**
 - i.* To annually co-ordinate with the committee on the design of the t-shirts.
 - ii.* To arrange printing, proofing and ordering of all merchandise.
 - iii.* To store, stock take and sell items at BADC workshops.
- n. The Apprentice/Probationary Representative** (elected as a voting role as of 2015): from the current Apprentice or probationary teachers.
 - i.* To meet with Apprentices and Probationary teachers on a regular basis.
 - ii.* To represent the concerns of the Apprentices and Probationary Teacher at Committee meetings.
 - iii.* To coordinate social events for the Apprentices and Probationary Teachers and their Mentors.
 - iv.* To assist the Training Officer and Workshop Officer, when required, to arrange training and teaching opportunities for Apprentices and Probationary Teachers.

Student Training & Exams

1. STUDENT CERTIFICATIONS

- a. Students with certifications from other organisations may apply for training with the BADC. To enter a Further Level BADC course, students must provide evidence of training with a recognised dramatic combat society or institution (e.g. drama school or university) that equates to a BADC Standard Level, i.e. a minimum of 20 hours training in unarmed and a minimum of 20 hours training in a Standard Level sword system.
- b. Industry experience (i.e. professional dramatic combat performance) can be considered as part of this requirement. This must still be an equivalent number of hours and evidence must be provided to the Committee for their consideration a minimum of two weeks before the course start date, before the student can join a Further Level course.
- c. Standard and Further Level students must be 18 years and above to begin training.
- d. Foundation Students must be 16 years and above to begin training.

2. EXAMINATION BOOKING PROCEDURE

- a. Identify the date and time on which you would like the examination to take place (if possible have at least one alternative date).
- b. Complete the Exam Booking Form (EBF), available to download from the BADC Website. Ensure that you rename the EBF document with your name and the date of the examination. Email the fully completed EBF to the Examination Coordinator at least one month prior to the proposed test date.
- c. You will receive confirmation of receipt of the EBF Form from the Examination Coordinator Once a BADC Examiner has been allocated for the examination a copy of the EBF Form will be sent to both you and the Examiner with all relevant contact details.
- d. Teachers should liaise directly with their allocated Examiner to organise the specific arrangements for the examination and provide a syllabus of any non BADC syllabus that is being examined in advance of the exam.
- e. Teachers will grant access to their exams for all Trainee and Probationary examiners to aid in the training process. Trainee and Probationary Examiners will liaise with teachers to confirm their attendance. In exceptional circumstances a Teacher may put in a written request with the Training Officer to say why it would not be appropriate for a Trainee or Probationary Examiner to attend their exam.
- f. If for any reason you need to cancel the examination or if any other problems arise which may affect the examination, you must inform the Examiner and Examination Coordinator as soon as possible.
- g. Examination fees:
There is a minimum examination fee of £180.00 for in-person examinations. There is a minimum video examination fee of £180.00. A reminder that video exams cannot be requested, they are only utilised in exceptional circumstances when an in-person exam is unavailable.

FOUNDATION	£0 (Online TCR access at £5 each)
STANDARD	£20
SINGLE WEAPON	£20
PER ADDITIONAL WEAPON IN A SINGLE EXAM	+ £5

- h. All weapon certifications are valid for 4 years.
- i. Please note that some examiners may charge VAT on top of the examination fees. Institutions will not be charged travel or accommodation for an examiner, an examiner will reclaim any expenses directly from the BADC.
- j. **Examiner Contributions:** Examiners will calculate the exam fee and invoice the Teacher or institution directly. The Examiner will also calculate their 25% fee to The BADC and then remove any travel from this amount. If travel costs are greater than their contribution the difference will be reimbursed by the Treasurer. Mileage is to be claimed at 45p per mile. All travel receipts or other reasonable measures (such as photos of receipts, route planners, train tickets etc.) need to be emailed to the Treasurer. Examiners will pay their fees to the BADC each quarter. (Jan, April, Jul and Oct). They will inform the treasurer once they have made payment. Documentation of all class numbers and proof of travel expenses for all examinations should be presented quarterly. Relevant dues must be paid to the BADC treasurer regardless of class size or money owed.
- k. Minimum hours training required before taking each exam and minimum moves:

Foundation	20 hours
Standard and all other levels	20 hours per weapon system
Foundation	15 paired moves per weapon (i.e. min of 30 moves)
Standard and all other levels	20 paired moves per weapon (i.e. min of 40 moves)

- l. Foundation training does not require an examiner and so no examination fee is payable, however, there is an online TCR charge of £5 per head.
- m. Educational institutions and other clients have the right to refuse an Examiner. (ACAS advice in 2013 points out that “*The employer can hire who they want, and decline to hire if they so choose.*”) However, this is not a practice that the BADC activity encourages or advertises as we wish to avoid any perceived favouritism in Examiner choice.
- n. **Video Exam:** Wherever possible the BADC will provide an examiner in person. If that is not possible due to an examiner not being available or the exam is abroad, a video exam will be an acceptable alternative. Video exams should be continuously filmed with a visible time code. The BADC also recommends a second camera on 45° angle. The results of the video exam will be provided within 2 weeks from when the video is received by the BADC. Teachers should feel free to share any information with the video Examiner if they feel it is pertinent. Video tests in the presence of the Teacher are not encouraged (due to the logistics) however, if requested it would be at the discretion of the appointed Examiner.
- o. The BADC takes potential conflicts of interest very seriously, we recommend videoing exams in order to guarantee objectivity and guard against any perceived conflicts of interest. Teachers will respect the judgement and experience of the Examiner and recognise that the Examiners judge across a national standard and not just within the individual group.

- p. **Non Syllabus Weaponry:**
If a Teacher wishes to use a non BADC syllabus weapon in an exam fight, then they must submit a Syllabus Proposal Template (download from the website) for committee discussion. If accepted the syllabus will be presented at a BADC workshop before inclusion into the handbook. Please allow plenty of time for this process before teaching.
- q. **Weaponry:** The BADC recommends that whenever possible teachers use the appropriate weaponry for examinations. Blunted theatrical blades of the same approximate shape and size as the originals. For example, when teaching Longsword, to allow students to experience and train with steel, or aluminium blades of a medieval shape (such as they will be offered on a production). The wider the variety of theatrical/filmic weaponry available to the student, the better prepared they will become.
- r. **Partnering:** A Teacher cannot partner a student for their exam. Please do not pair students of different levels together, for example a Standard student and a Further Weapons student.

3. GRADING

Please refer to The BADC Teachers Handbook and the website for the current Grading Criteria.

- a. As of Nov 2019
- i. The Standard grade is restricted to FAIL, PASS and MERIT only.
 - ii. Further assessments beyond Standard are graded at FAIL, PASS, MERIT, DISTINCTION.
 - iii. A student wishing to retake an exam may do so under the guidance of their tutor. If the candidate has failed an exam we strongly recommend that they seek advice from their tutor before re-examining. Retakes are to be undertaken only in exceptional circumstances, such as illness or injury.
 - iv. Students are not permitted to begin training for their next level before their standard level is examined.
 - v. Students are classed as Intermediate when they hold 2 valid weapon certificates at Distinction.
 - vi. Students are classed as Advanced Level when they hold a total of 4 valid weapon certificates at Distinction including Advanced Unarmed.

4. SUBMITTING EXAMINATION RESULTS

- a. On the day of the examination the results should be recorded using the appropriate Examination Results Form (ERF), and the examiner should also submit an Exam feedback form (EFF). These are downloadable from the Website.
- b. Foundation Training courses still require an ERF to be completed by the Teacher and all students should be entered onto the Online TCR.
- c. The Academy recommends that the exam process be filmed, should any disputes arise after the exam.
- d. The Teacher should ensure that the Examiner leaves the examination with an accurate record of the examination results. Within two weeks both the Teacher and Examiner should submit the fully completed ERF to the Examination Coordinator and the Treasurer.

- e. In the case that an Examiner is concerned that the minimum hours have not been delivered or completed. Firstly, an email will be written to the teacher, secondly, the issue will be raised with the course provider and, in the third, further action will be discussed by the committee. The teacher and course provider will have a right to reply.

5. COMPLETING THE ONLINE TRAINING AND CERTIFICATION RECORD (TCR)

- a. In preparation for the exam the Teachers create the course in the online TCR, invite students to join the online TCR and then add them to the course.
- b. Once the exam is complete the teacher inputs the grades into the online TCR and then submits them for Examiner approval.
- c. The Examiner can amend and/or approve results. The student will then be issued with the certificate.
- d. For foundation exams the same process applies, minus the Examiner approval.
- e. All examinations still require the completion of an ERF (Exams Results Form) which should be submitted to the Exam Coordinator.

TEACHER TRAINING PROGRAMME

Introduction

Welcome to the BADC Teacher Training Programme. Your training over the next three years will take the form of an apprenticeship programme where you will work closely with your Mentor Teacher, observing and assisting them for a minimum of 260 hours of classes over a two-year period. During this time, you will also be required to spend a minimum of 100 hours assisting other fully qualified BADC teachers. Your progress will be overseen by the BADC Training Officer and alongside your work as an assistant you will also be set a number of other written assignments and practical tasks over the course of the programme.

You will need to have completed and passed all of these elements, as well as being recommended by your Mentor Teacher, in order to advance to the Apprentice Assessment. Having passed this point you will become a Probationary Teacher for the period of one year. During this time you will continue to log and record your work as well as observing and assisting your Mentor and other BADC Teachers. Further practical and written tasks will need to be completed in order to finish your training and become a full BADC Teacher.

Eligibility

A Senior teacher is eligible to take on an Apprentice in the fifth calendar year after passing out of probationary teacher status, e.g. a teacher who passed out at the Greenwood Teacher's Workshop in 2015 is eligible to take an apprentice for the 1st September 2020 intake. A Mentor Teacher can only have one apprentice under the initial 2 year teacher/apprentice contract at a time unless specially approved by the committee. A Mentor Teacher's training commitment ends when the Apprentice has completed their Probationary Teacher period.

The future apprentice must hold the following before starting their training:

- A CURRENT BADC ADVANCED ACTOR COMBATANT
- A CURRENT BADC DISTINCTION AT 18th CENTURY SMALLSWORD
- A BADC CERTIFICATION IN THE FOLLOWING AT A MINIMUM OF MERIT (current or not):
 - LONGSWORD
 - RAPIER AND DAGGER
 - AN ADDITIONAL DUAL WEAPON SYSTEM
 - KNIFE
 - QUARTERSTAFF

The future apprentice seeking to join the BADC Teacher Training Programme on the basis of their training through another recognised dramatic combat training provider must hold the following before starting their training:

- A current Advanced Actor-Combatant
- A certification in the following at a minimum of Merit (current or not): Longsword, Rapier & Dagger, an additional dual weapon system, Quarterstaff, Knife
- A current Distinction in BADC Advanced Unarmed
- A current Distinction in BADC 18th Century Smallsword. If applicants have achieved a Distinction in 18th Smallsword with another recognised dramatic combat training provider, they must instead achieve a Distinction in any other BADC Further Level weapon system alongside Advanced Unarmed.

Evidence of non-BADC training must be submitted for consideration by the Committee no later than the 1st of August. It is the Committee's discretion as to which training they deem to fulfil these entry requirements.

The registration period begins on 1st July to the 1st September every year. To register both Mentor and Apprentice need to, independently, send a letter of intention to the BADC Training Officer. If that deadline is missed they must wait a full year until the next registration period. Assessments will take place throughout the year at BADC Workshops and the final Apprentice Assessment will take place towards the end of Term 6. All paperwork is the Apprentice's responsibility and they must make sure it is kept in order and that their Mentor Teacher and other visited teachers sign off for the classes they have attended.

The apprentice fee is £1250 (inclusive of a £250 exam fee).

The fees are paid in 2 instalments:

- Deadline for the first instalment of the fee, if accepted onto the programme: £625 1st October of year of acceptance.
- Deadline for the second instalment of the fee: £625 1st September at start of second year.

Fees are not refundable. If you are unable to pay by the deadline you will be unable to progress in the programme and will be deferred for the next year. Should you have issues with payment this must be communicated in writing in advance of the deadline, with evidence of the mitigating circumstances. The committee will then vote on the next step.

Course Aims & Objectives

This programme is intended to prepare students for a career in teaching dramatic combat and give them the opportunity to learn safe and effective methods of teaching, performing and choreographing combat for both stage and screen.

The course aims to:

- Ensure that BADC teachers have a practical knowledge of the BADC Syllabus.
- Equip learners with safe and effective methods for the performance and teaching of dramatic combat.
- Equip teachers with skills to be able to teach in a range of institutions/scenarios using a wide base of skills and knowledge.
- Provide a safe and ambitious learning environment where Apprentices can grow and develop as teachers.

Other Expectations

As a representative of the BADC you must conduct yourself in a manner that conforms with the Constitution and Procedures & Practices of the BADC.

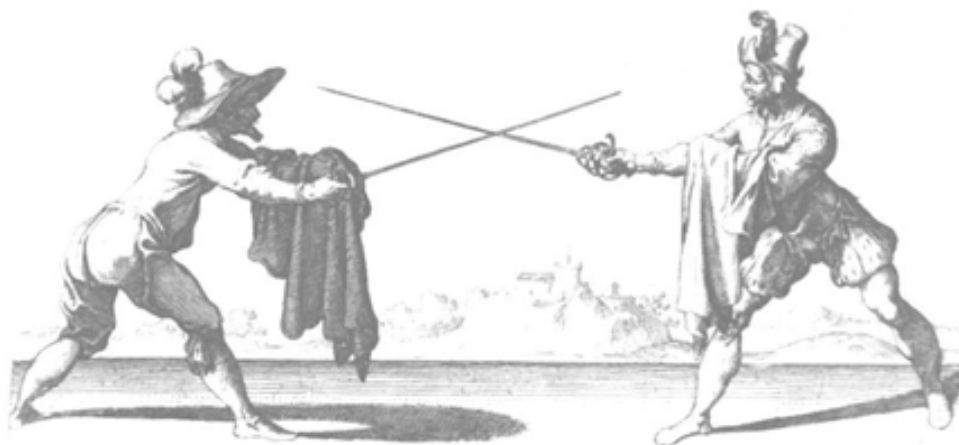
When assisting your Mentor and other BADC teachers you are expected to perform all reasonable duties assigned by the teacher and behave in a manner that conforms with the rules and regulations of the institution or venue that you are visiting. As a guest in these institutions, any behaviour that brings the reputation of the teacher or the BADC as a whole into question will not be tolerated.

Apprentices should adhere to all deadlines for written work, extensions for deadlines can be requested by contacting the Training Officer. Without prior notice of mitigating circumstances and written agreement from the Training Officer, any missed deadlines will incur a 5% deduction per week or part thereof. E.g. an 85% would reduce by 5% to 80%.

Apprentices are obliged to attend all BADC workshops including the Apprentice workshop. Any absences will need to be explained to the Training Officer's satisfaction and the Apprentice will be required to arrange at their own expense how to catch up on any missed content. Two missed workshops will result in a meeting with the Training Officer to discuss the absence and the potential of deferment.

Apprentices will also be expected to complete a First Aid course and obtain a DBS before completing their training, this training is funded by the apprentice.

Additional free online training will be assigned termly to support modern inclusive practices, this is detailed below and will be assigned by the Training Officer taking approximately 90 minutes or less each term.



Apprenticeship Structure & Overview

Apprentice Teacher - Terms 1-6

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Journal & Log	✓	✓	✓	✓	✓	✓
Written Assignments	16th Century Fighting Styles; Film Critique; Swordswomen	18th Century Sword Masters; Prize Fights; Warm Ups & Cool Downs	Medieval Armour; Romeo & Juliet; Pedagogy & Andragogy	Greek & Roman Armies/ The Samurai; History of Weapon Production; Historical vs Theatrical Choreography	Consent & Intimacy; Martial Arts; Teaching Progression from Standard to Advanced	40 Hour Scheme of Work; Class Plans & Choreography; Dramatic Combat & Actor Training
Workshops	Greenwood Workshop	Winter Warfare; Spring Salute	Apprentice Workshop	Autumn Ambush; Greenwood Workshop <i>Autumn Ambush takes place outside of London</i>	Winter Warfare; Spring Salute	Apprentice Workshop
Tasks	Apprentice & Mentor Orientation, Harassment in the workplace	Safety Presentation; Unarmed Presentation, Unconscious bias	Apprentice Assessment, LGBTQIA+ (Gender Identity and Sexual Orientation Awareness)	Rapier & Dagger Presentation, Introduction to MHFA	Longsword Presentation; Quarterstaff Presentation, Anti-Racism Practices	Apprentice Assessment, Disability Access and Inclusion

Apprentice Teacher Timeline

Year 1

Documents: On being accepted onto the BADC Teacher Training Programme you will have received the following documents; Apprentice/Mentor Contract, Procedures & Practices, Apprentice Reading List and Sample Journal Entries. Please inform the Training Officer if any of these are missing.

Observations Whilst Assisting: During the first three terms you will begin making the transition from being a dramatic combat performer to being a teacher. You should spend this time observing teaching techniques and student responses with a particular focus on understanding and clarifying your Mentor's overall teaching philosophy and approach. You should consider the specific methods and language that your Mentor uses to teach new techniques, as well as observing the different ways that students learn and how a teacher can accommodate this.

Term 1: September-December

Greenwood Workshop: Apprentice & Mentor Orientation. At this workshop you and your Mentor will meet with the Training Officer and have the opportunity to discuss the details of the programme and ask any questions that you may have. Please ensure that you have read this document and are familiar with the BADC Teachers Handbook and Procedures & Practices so that you can take an active part in the workshop and ask informed questions.

Harassment in the Workplace Certification: Complete the assigned free training provided by the Training Officer and submit your certificate of completion. This training will take up to an hour and a half.

Journal & Log Book: Record the key concepts used in the teaching of dramatic combat, particularly at Standard level as well as detailed descriptions of how individual techniques are taught.

Assignments:

1. Which two European countries had the most popular fighting styles of the 16th century
In your answer, discuss the differences in the styles, masters and treatises associated with them. (1500 words)
2. Write a critical account of a fight scene or scenes in a film or television program of your choice. (1000 words)
By critical account we mean a discursive analysis that highlights both successful and less engaging elements of the choreography and direction in your opinion. Stronger critique will be linked to theoretical or practical contexts beyond your own opinion.
3. Write a critical account of a famous swordswoman from history. (1000 words)
By account we mean a summary of the facts surrounding the life of a famous swordswoman, this may involve incidental and major elements of their experience.

Submission Deadline: 14th December

Term 2: January-March

Winter Warfare Workshop: At this workshop you will make a short verbal presentation to the Training Officer and the other Apprentices demonstrating your understanding of safety in the performance and teaching of dramatic combat.

Spring Salute Workshop: At this workshop you will make a short presentation to the Training Officer and the other Apprentices demonstrating some simple Unarmed Combat techniques. Ensure that your presentation explains how each technique is both safe and dramatically effective. Feedback will be given after this presentation. You will also be required to run the warm up and/or cool down at this workshop.

Unconscious Bias Certification: Complete the assigned free training provided by the Training Officer and submit your certificate of completion. This training will take up to an hour and a half.

Journal & Log Book: Continue to record detailed descriptions of how individual techniques are taught and student responses. Start to consider how each lesson builds on the previous one and how to create a scheme of work.

Assignments:

1. Write a critical account of the most prolific sword masters of the 18th Century. Include in your answer any notable works that they produced as well as comparing and contrasting the specifics of their teaching and influence on the evolution of swordplay. (1500 words)
2. As a teacher of dramatic combat, what can we learn from the history of the Prize Fight? Include references to cultural impact, teaching and learning techniques. (1500 words)
3. Discuss either: 2 different types of warm up and 1 cool down OR 1 warm up and 2 different cool downs. Your answer should include referenced research on the benefit and purpose of each individual technique. Detailed rationale on when and why a teacher may use these different approaches must be included. (1000 words)

Submission Deadline: 14th March

Term 3: April-July

Apprentice Assessment Workshop: At this workshop you will be given the opportunity to teach a class to a group of Standard Level students, which will be overseen by a panel of BADC teachers. The brief for this class will be given to you a minimum of 2 weeks before the workshop and you will be required to provide the panel with your lesson plan at the start of the day. You will also be required to run the warm-up and/or cool down at this workshop.

LGBTQIA+ (Gender Identity and Sexual Orientation Awareness) Certification: Complete the assigned free training provided by the Training Officer and submit your certificate of completion. This training will take up to an hour and a half.

Journal & Log Book: Continue to record detailed descriptions of how individual techniques are taught, detailing student responses. Observe how to plan and build towards a fight test and consider the potential problems and issues which arise.

Assignments:

1. Write a historical account of the development of armour in the Medieval period. Within your conclusion rationalise why its use has diminished. (1500 words)
2. Discuss how you would approach staging the fights in a production of Romeo & Juliet when set in 16th Century Verona. (1500 words)
3. Consider the differences between pedagogical and andragogical approaches to learning and how these can be applied specifically to the teaching of dramatic combat. (1500 words)

Submission Deadline: 14th July

Summer Break

During this time, there may be fewer chances for you to observe and assist your Mentor in a regular university or drama school setting. You are therefore encouraged to seek out opportunities to assist other BADC teachers at the many intensive workshops that take place over the Summer months. This would also be a good time to get ahead on your reading and written work for the year ahead and also to take steps to develop any areas that have been pointed out to you regarding your own form, technique and/or knowledge.

Year 2

Observations Whilst Assisting: During your second year, you will have grown familiar with your Mentor's teaching approach and should start seeking out opportunities to work with other BADC teachers in addition to assisting your Mentor. You will now be in a position to make detailed observations regarding differences in teaching styles and techniques and will start to draw conclusions as to which approaches make most sense to you and the kind of teacher that you wish to be.

Term 4: September-December

Autumn Ambush: You may be required to run the warm up and/or cool down at this workshop.

Greenwood Workshop: This is the annual BADC teachers workshop where you will be able to discuss any developments and changes to the academy's procedures and practices as well as having the opportunity to meet and work with a whole range of BADC teachers. You will also be able to welcome this year's new intake of Apprentices.

At this workshop you will make a short presentation to the Training Officer and the other Apprentices demonstrating some key Rapier & Dagger and Single Sword techniques. Ensure that your presentation explains how each technique is both safe and dramatically effective. Feedback will be given after this presentation.

Introduction to Mental Health Awareness Certification: Complete the assigned free training provided by the Training Officer and submit your certificate of completion. This training will take up to an hour and a half.

Journal & Log Book: Continue to record details of how each class is taught but also begin to include observations on alternative teaching approaches and techniques. Start to consider how variables such as the teaching space, institution, class size and student background affect the class dynamic and how a teacher can adapt to these.

Tasks: At your Mentor's discretion, you should be given prepared tasks to teach in class. These can range from teaching a short section of a class introducing a new technique, to leading a whole lesson, as your Mentor deems appropriate.

Assignments:

1. Discuss the differences between the armies of Ancient Greece and the Roman Empire. Your answer should include references to personnel, equipment, military tactics and objectives as well as any influential writers of the time. (1500 words)
OR
Discuss the Samurai - Your account could include: Social and economic structure, time and place, worship, rules of conduct, training systems, weapons, clothing and diet (1500 words)
2. Summarise the development of weapon production from Ancient Greece through to the 18th Century. In your answer pay particular attention to improvements in metallurgy as you consider a range of weapons, how they developed and how they were used. (1500 words)

3. How does the rapier play of a typical BADC Standard test fight differ from that of the Renaissance masters? (1500 words)

Submission Deadline: 14th December

Term 5: January-March

Winter Warfare Workshop: At this workshop you will make a short presentation to the Training Officer and the other Apprentices demonstrating some key Quarterstaff techniques. Ensure that your presentation explains how each technique is both safe and dramatically effective. Feedback will be given after this presentation. You will also be required to run the warm-up and/or cool down at this workshop.

Spring Salute Workshop: At this workshop you will make a short presentation to the Training Officer and the other Apprentices demonstrating some key Longsword techniques. Ensure that your presentation explains how each technique is both safe and dramatically effective. Feedback will be given after this presentation. You will also be required to run the warm-up and/or cool down at this workshop.

Anti-Racism Practices Certification: Complete the assigned free training provided by the Training Officer and submit your certificate of completion. This training will take up to an hour and a half.

Journal & Log Book: Continue to record detailed descriptions of how each class is taught considering different approaches from different teachers.

Tasks: Where possible, you should be given prepared tasks to teach whilst being observed by your Mentor. These can range from teaching a short section of a class introducing a new technique, to leading a whole lesson where your Mentor deems it appropriate.

Assignments:

1. Discuss the role of an Intimacy Director and Coordinator. On production how might this role work in relation to a fight specialist? How does the field of Intimacy Direction inform our work as Dramatic Combat Instructors and Directors? Within this answer please demonstrate your understanding of the themes of 'consent' and 'contact'. (1500 words)
2. Pick a Non European Martial Art of your choice and discuss its origins. What methods from this martial art can be used to adapt and apply to dramatic combat. (1500 words)
3. Create detailed class plans for a 2 hour BADC Standard Unarmed class of your choice, and a 2 hour BADC Standard Rapier & Dagger class of your choice.

Submission Deadline: 14th March

Term 6: April-June

Apprentice Assessment Workshop: At this Apprentice Assessment Workshop you will be required to teach both a prepared class and unprepared class to a group of students whilst being assessed by a panel of BADC teachers. You will be sent a selection of class descriptions a minimum of 2 weeks in advance of your assessment from which to choose your prepared class. You must bring copies of your lesson plan with you to present to the panel. The brief for the unprepared class will be given to you 15 minutes before the start of the session. You will be graded on the following criteria: Planning & Preparation, Communication and Teaching Ability. For further details of the grading criteria for this assessment please refer to the Assessment Criteria section at the end of this document.

The workshop may also include an interview with the assessment panel where you will be asked a series of questions relating to the BADC Procedures and Practices document as well as more general health, safety and equity considerations. Successful completion of this workshop is required in order to progress to the Probationary Teacher stage of your training. You will have only two opportunities to pass this assessment. If you fail at the first attempt you will have the opportunity to be reassessed at the Apprentice Workshop, the following year. If you fail on the second attempt, a meeting will be called attended by the Training Officer, the Mentor and the Apprentice to discuss whether you should continue working towards BADC Teacher status. Further training and examinations will incur an additional £1250 fee.

Disability Access and Inclusion Certification: Complete the assigned free training provided by the Training Officer and submit your certificate of completion. This training will take up to an hour and a half.

Journal & Log Book: Continue to record detailed descriptions of how each class is taught considering different approaches from different teachers.

Assignments:

1. Plan a 40-hour course for a class of beginners building to a full Standard fight test, including an overall Scheme of Work and individual class plans. Specify the length of time over which the course takes place and include your fight test choreography.
2. Discuss the importance of dramatic combat as part of a modern actors training. (2000 words)

Submission Deadline: 14th July

Probationary Teacher Year

Having completed the first part of the teacher training programme and passed the Apprentice Assessment, you will spend the next year as a Probationary Teacher.

During this time, you will be required to complete a further 50 hours of assisting fully qualified BADC teachers other than your Mentor and teach a BADC Standard course culminating in a successful fight test with a minimum of 10 students passing. This course should be arranged in cooperation with the Training Officer so that your teaching may be observed and assessed on two separate occasions.

You will also need to attend all BADC workshops (where you may be invited to teach) and complete the tasks and assignments listed below, as well as continuing to keep an up-to-date journal and Log and fulfilling any other tasks set by the Apprentice Assessment Panel.

Observations Whilst Assisting: During your probationary year, you will begin to focus on your own teaching style. As well as noting your observations from your time observing and assisting other teachers' classes, you should also now be recording your own teaching experiences, reflecting on your journal entries from earlier in the programme and considering how to apply the lessons learned to your own classes.

Probationary Teacher - Terms 1-4

	Term 1	Term 2	Term 3	Term 4
Journal & Log	✓	✓	✓	✓
Written Assignments	Teaching Progression from Standard to Beyond Standard	40 Hour weekly course. Scheme of Work, Class Plans & Choreography	40 Hour intensive course. Scheme of work, Class Plans & Choreography	Further Level Non-Syllabus Class Plan
Workshops	Autumn Ambush Greenwood Workshop Autumn Ambush takes place outside of London	Winter Warfare Spring Salute	Apprentice Workshop	Autumn Ambush Greenwood Workshop Autumn Ambush takes place outside of London
Tasks		Smallsword Presentation; Knife Presentation	Advanced Class	Further Level Non-Syllabus Class

Probationary Teacher Timeline

Term 1: September-December

Autumn Ambush: Whilst your attendance is required at this workshop there are no set tasks for you to complete. Depending on the timing of your Apprentice Assessment this will either be a final opportunity for you to clarify with the Training Officer what is required and expected of you to pass your assessment or in order to complete your probation.

Greenwood Workshop: This is the annual BADC teachers workshop where you will be able to discuss any developments and changes to the academy's procedures and practices as well as having the opportunity to meet and work with a whole range of BADC teachers. You will also be able to welcome this year's new intake of Apprentices.

Assignments:

1. Discuss the differences in teaching students for a Standard Test (both unarmed and sword systems) and Further Weapons BADC Actor Combatants who are learning a single weapon system. Your answer should consider teaching focus and teaching methods as well as class and course structure. (1500 words)

Submission Deadline: 14th December

Term 2: January-March

Winter Warfare Workshop: At this workshop you will make a short presentation to the Training Officer and the other Apprentices demonstrating some key Smallsword techniques. Ensure that your presentation explains how each technique is both safe and dramatically effective. Feedback will be given after this presentation.

Spring Salute Workshop: At this workshop you will make a short presentation to the Training Officer and the other Apprentices demonstrating some key Knife techniques. Ensure that your presentation explains how each technique is both safe and dramatically effective. Feedback will be given after this presentation.

Assignments:

1. Plan a 40 hour weekly course teaching two Further Weapon systems beyond Standard level. To evidence this please submit an overall Scheme of Work and individual class plans. Specify the length of time over which the course takes place and include your fight test choreography.

Submission Deadline: 14th March

Term 3: April-July.

Apprentice Workshop: At this workshop you may be required to teach a class aimed at students of advanced capability with your choice of weapon from the syllabus.

Assignments:

1. Plan a 40 hour intensive course for 2 weapon systems from the syllabus. To evidence this, include an overall scheme of work and individual class plans. Specify the time frame for the course and include your examination choreography. Choose weapon systems that you have not already covered in previous assignments. You should design your course for students who are attempting to gain Intermediate/Advanced certification.

Submission Deadline: 14th July

Term 4: September-December

Autumn Ambush: At this workshop you will be given the opportunity to teach an Advanced Non-Syllabus class to the workshop participants, using your class plan from the assignment below. You will be observed by an appointed person in the BADC (teacher/committee member) who will give feedback to the Training Officer.

Assignments:

1. Create a plan for a two-hour class introducing Further Level students to the work of a specific historical fight master and exploring how to adapt their work for dramatic purposes.

Submission Deadline: 14th September

Greenwood Workshop: At this workshop, provided that you have completed all the elements of your probation listed here and set by the Apprentice Assessment panel, on the recommendation of the Training Officer you will officially complete your training and be presented to the teaching membership as a new full BADC Teacher.

If a Probationary Teacher is unable to complete any of the requirements within the expected timeline due to extenuating circumstances they may apply to the committee for one of the following options:

- (a) An extension to complete all requirements by the AGM.
- (b) Deferment to the Greenwood in the next calendar year.

The Committee will decide if the extension or deferment will be granted. Failure to complete the requirements by the extended deadline or deferment will result in the removal of Probationary Teacher Status and a further review by the Committee.

Assessment Modalities

Logbook

Your logbook should take the form of a spreadsheet or table and simply record the time that you have spent assisting and observing classes. Your log should include: the date of the class, the length of the class, the name of the teacher, the venue or institution and the total number of hours to date. You may also choose to record here any further training or experience that you may have had in this time such as observing or assisting BADC probationary teachers, non-BADC teachers, or any film, theatre or other performance work. Your Logbook should resemble the example below and should be submitted to the Training Officer at the end of each term.

Date	Teacher	Institution	Class Length
3rd October, 2015	Jonathan Howell	Bristol Old Vic	2 Hours
12th October, 2015	Jessica Hrabowsky	True Edge	4 Hours
17th October	Jonathan Howell	Bristol Old Vic	2 Hours

Total Hours This Term: 10 Hours

Total Hours To Date: 155 Hours

Journal

You should use your journal to record the content and detail of all the classes that you observe and assist in. As you become more familiar with your Mentor's teaching style and approach, you should also include any observations and reflections that you have on the teaching methods used, how the class responded to these methods and how these methods compare with other styles and approaches that you are aware of. Beware of being overly critical or judgemental in your journal. Instead, if there are elements of a class that you do not understand or disagree with, find the opportunity to discuss these issues with the teacher in question in order to ascertain the rationale and reasoning behind their approach. Your journal should be submitted to the Training Officer at the end of each term.

Assignments

The essays and written assignments are intended to encourage you to expand your knowledge and understanding of the history of combat as well as asking you to consider its role within drama training and the entertainment industry. In researching your essays, it is hoped that your interest and enthusiasm for the subject matter will develop and that your reading will not be restricted solely to the questions asked.

Assessment Criteria

Written assignments will be assessed using the following criteria. The training officer will provide grades and written feedback where appropriate as well as guidance regarding and areas of the work which require development. Where the assignments do not fit the assessment criteria below (e.g. class plans and choreography) grades may not be awarded but written and/or verbal feedback will still be provided.

Apprentice Essay Marking Sheet

Apprentice Name:

Title of Essay:

	Mark	Justification of mark
Structure (including grammar and flow)	/10	
Overall understand of the subject matter	/30	
Consistency and coherence of argument/analysis	/30	
Original Thought and/or use of media (photos, embedded videos etc)	/20	
References and Bibliography	/10	
Total marks given	/100	Overall comments:
Excellent 70%< Very Good 60-69% Good 50-59% Satisfactory 40-49% Unsatisfactory 39%>	%	Areas to explore:

Grade Boundaries

Distinction - 80%

Work at this grade will show some but not necessarily all of the following:

- a good overall grasp of the subject with no significant shortcomings
- a well-constructed and logical argument
- a critical awareness of the main issues relating to the subject matter
- evidence of own ideas and concepts
- broad and thorough research

Merit - 60%-79%

Work at this grade will show some but not necessarily all of the following:

- a good overall grasp of the subject with minor shortcomings
- a consistent and coherent argument
- an understanding of the main issues relating to the subject matter
- an ability to express ideas and concepts
- adequate research

Pass - 45%-59%

Work at this grade will show some but not necessarily all of the following:

- an adequate grasp of the subject with some shortcomings
- a reasonably well-structured argument
- coverage of the main issues relating to the subject matter
- basic research

Fail - 44% and below

Work at this grade will show some but not necessarily all of the following:

- a limited or misinterpreted grasp of the subject
- an inconsistent or incomplete argument
- excessive brevity
- the inclusion of a substantial amount of irrelevant material
- inappropriate expression of unsupported subjective views
- an inadequate level of research
- poor standards of presentation

Assessment Criteria - Apprentice Workshop

- Dis - Excellent Understanding
- A - Strong Understanding
- B - Good Understanding
- C - Fair Understanding
- D - Poor Understanding
- E - Unsatisfactory Understanding

BADC Apprentice teacher Assessment Form		Date:					Comments
Name:	Assessor:						
Activity:	Grading mark						
Task:	Completely		Not at all				
Planning & Preparation: To what extent -	Dis	A	B	C	D	E	Comments
Did the teacher show knowledge and understanding of the subject/material? (M)							
Was the lesson logically structured?							
Communication: To what extent -							
Were instructions given clearly and concisely? (M)							
Did the teacher have a good working relationship with the pupils? (M)							
Was the amount of verbalisation appropriate?							
Did the teacher give valid praise?							
Did the teacher give constructive criticism?							
Did the teacher explain the reason for any emphasis?							
Was the body language of the teacher appropriate?							
Teaching Ability: To what extent -							
Did the teacher show an ability to spot and correct faults (M)							
Was there evidence of logical progression in the methods and presentation of the lesson? (M)							
Did the teacher display a knowledge and control of the safety requirements for the techniques demonstrated? (M)							
Were the examples used in the lesson technically and practically sound? (M)							
Did the teacher show a full understanding of the weapon/technique? (M)							
Did the teacher demonstrate the ability to control the lesson/pupil?							
Did the teacher vary the tempo and cadence of the lesson?							
Was there efficient use of time?							
Was the teaching tailored to the pupil's needs and abilities?							

APPLICATION FOR RECIPROCAL TEACHER ACCREDITATION

Experienced Teachers with other recognised dramatic combat organisations may apply to be accredited with The BADC. Teachers achieving reciprocal accreditation will be able to teach BADC syllabuses and enter students for BADC qualifications.

a. Eligibility.

Applicants must be a full teacher member with an equivalent recognised organisation or have significant, recent relevant professional experience.

- i. Returning (i.e. past members that are wishing to return to the BADC as practicing BADC teachers) applicants are required in their application letter to qualify why they left the BADC and to state what has changed to justify their return.
- ii. The committee may decide that they should fulfil the reciprocal teaching programme.
- iii. The matter will be referred to the whole membership for ratification with a two thirds majority of those present. This will include an email vote. If a vote takes place it will be in the form of a general meeting that is called by the committee for this process.

b. Requirements.

Applications should be submitted to the BADC Chair for consideration by the Committee. The letter must be accompanied by:

- i. A supporting letter which clearly explains the reasons for the application for reciprocal accreditation.
- ii. A statement of dramatic combat teaching philosophy as it relates to actor training.
- iii. A professional CV.
- iv. Two professional references from employers of the applicant in a dramatic combat teaching role (stating position and full contact details of referee).
- v. Testimonials, including one from a BADC Senior Teacher and one from the applicant's awarding/qualifying body.

c. **Practical Assessment.** Applicants will be expected to undertake a practical assessment involving the teaching of a prepared class with a full lesson plan. Applicants may be required to take part in the BADC Apprentice Teacher assessment. Depending upon the applicant's past experience and knowledge of BADC syllabuses and examination procedures, the Committee may set additional tasks for completion and assessment.

d. **Probationary.** If the application is successful a Probationary Teacher status period will apply as normal, at the end of which a further review will be conducted before full accreditation is awarded.

e. **Fee.** All applications for reciprocal accreditation will be subject to a registration fee of £300. Any additional assessment and administration fees will be set by the incumbent Committee and must be met by the applicant.

TEACHER'S PROFESSIONAL DEVELOPMENT & COMMITMENT

In the interest of maintaining high standards, ensuring best practice and that all Teachers are aware of any changes in syllabus or of pedagogy developments the Committee requires that all BADC Teachers attend at least one BADC workshop once every two years.

The Academy also requires that all BADC Teachers of good standing deliver a one and a half hour BADC weapon syllabus class at one of these workshops. In order to make these workshops as accessible as possible we have spread workshops evenly throughout the year and offering Sundays as well as Saturdays. Teachers further afield are eligible to claim reasonable travel expenses in order to attend one workshop per annum. If you genuinely cannot attend, for example, because you reside abroad, then alternative arrangements will be provided.

EXAMINERS

1. BADC EXAMINER TRAINING PROGRAMME

Introduction

Applications to enter the BADC Examiner training programme are open year round. A timeline for your application will be communicated on receipt of your application. Applications must be sent to the current Training Officer. Training will take a minimum of 18 months and a maximum of 2 years. A deferment request of up to a maximum of 6 months can be made in writing to the Training Officer.

Eligibility

The candidate must demonstrate their own eligibility.

a. Experience

Candidates must:

- i. Have a minimum five years of regular dramatic combat teaching with the BADC.
- ii. Have taught and entered students in a minimum of 20 examinations across all levels.
- iii. Have taught students to exam level within the last 18 months.
- iv. Have proven experience of fight arranging.
- v. Have served at least one term on the committee or have successfully mentored an apprentice through the Teacher Training Programme.
- vi. Have a current enhanced DBS.

b. Personal Requirements

Candidates must:

- i. Have a detailed, thorough knowledge and understanding of the BADC syllabus and assessment procedures.
- ii. Be able to keep accurate records.
- iii. Have knowledge and experience of assessing practical skills and giving formal written and verbal feedback.
- iv. Have the ability to apply technical and performance based criteria accurately and fairly.
- v. Bring a supportive and constructive approach to assessment.
- vi. Show an exemplary professional temperament and conduct during examinations and when providing feedback to teachers and students.

Application

Applications to enter the BADC Examiner training programme are open year round. A letter of intent must be sent to the Training Officer detailing the candidate's suitability for the role, including any relevant documentation in support of the application. The Training Officer will assess the candidate's eligibility and present their findings to the committee.

Interview

Once approved by the committee, candidates will be invited to attend an interview (this could be online or in person) with at least two persons: one Full Examiner and one Committee Member to assess the above requirements and to identify the Candidate's training needs. There will be the opportunity during the interview for candidates to raise any questions relating to their application. The interview panel will then report back to the committee who will make the final decision.

Training to Probationary Examiner

The BADC Examiner Training Programme consists of 3 separate parts. The programme will start on the 1st of September of the year in question and Parts 1 & 2 must be completed within 2 years from final acceptance into the programme. In addition to these requirements, trainees are expected to make themselves available to teach at BADC members workshops, serve on the panel at the Apprentice Assessment workshop, attend the Greenwood Workshop, Examiners Calibration Day, and the AGM.

Part One

- a) Attend (at the trainee's own expense) and observe a minimum of 10 Standard BADC exams. The trainee should make every effort to observe all current Examiners, as well as visiting as broad a range of institutions and training organisations as possible. Whilst the minimum requirement here is 10 Standard exams, trainees are encouraged to attend and observe weapon exams for students that have already achieved Standard Grade Level wherever possible. As well as observing how the Examiner interacts with the students and the teacher, the trainee should also shadow mark the students considering how these provisional grades compare with those of the Examiner. After each examination, the Trainee is encouraged to discuss privately with the examiner (in another location if necessary) their observations and estimated grades based on the appropriate assessment criteria.
- b) The trainee should record their observations in a self-reflective journal and keep an accurate logbook of their activities. (Examples of these are available on request from the Training Officer). This journal will be assessed at regular intervals by the Training Officer.
- c) After observing a minimum of 10 exams the trainee must send their journal and log to the Training Officer and advise them of their progress. In order to progress to Part 2 of the programme the Training Officer must sign off on these documents and advise the Examinations Coordinator that Part 1 has been completed.

Part Two

- a) At the remaining 5 exams, the trainee will continue to shadow mark alongside the examiner and where time allows these grades should be discussed and used as the basis for any workshop. At this stage, the trainee should begin leading exam workshops and providing feedback for students, under the guidance of the Examiner.
- b) The trainee should continue to record their observations in a self-reflective journal and keep an accurate logbook of their activities.

- c) After observing a minimum of 15 Standard exams the trainee must send their journal and log to the Training Officer and advise them of their progress. In order to progress to Part 3 of the programme the Training Officer must sign off on these documents and advise the Examinations Coordinator that Parts 1 & 2 have been completed.

Part 3

The trainee then co-examines with 3 different BADC Examiners at 3 separate Standard Level exams. The Examiners will shadow mark the students and provide written feedback on the trainee's performance to the Training Officer. This feedback will include the opportunity to recommend whether or not the trainee progresses to become a Probationary Examiner and suggest any additional tasks or conditions required in order to complete that probation. The Training Officer will then collate and present this feedback to the BADC Examining Faculty with a recommendation that the Trainee either progresses to Probationary Examiner Status or undergoes further training. The BADC Examiners will then vote on this recommendation and the outcome of that vote will be forwarded to the BADC committee for ratification.

Probationary Examiners are qualified to examine Standard (Level 1) tests only.

Training from Probationary to Full Examiner

- a) Within an additional 18-month period, the newly qualified Probationary Examiner will attend a minimum of 5 weapon exams for students that have already achieved Standard Grade Level. As well as observing how the Examiner interacts with the students and the teacher, the Probationary Examiner should also shadow mark the students and consider how these provisional grades compare with those of the Examiner. After each examination, the Trainee is encouraged to discuss privately with the examiner (in another location if necessary) their observations and estimated grades based on the appropriate assessment criteria. During this period, the Probationary Examiner should lead at least 2 workshops for students that have already achieved Standard Grade Level.
- b) The trainee should record their observations in a self-reflective journal and keep an accurate logbook of their activities.
- c) After completing their observations and any other probationary tasks set by the BADC Examining Faculty, the Probationary Examiner must send their journal and log to the Training Officer and advise them of their progress. The Training Officer will then collate these documents and present them to the BADC Examining Faculty with a recommendation that the Probationary Examiner either progresses to Full Examiner Status or undergoes further training. The BADC Examiners will then vote on this recommendation and the outcome of that vote will be forwarded to the BADC committee for ratification.

Full Examiners are qualified to examine at all levels within the BADC Examination system.

2. EXAMINER CALIBRATION MEETINGS

An annual meeting for all the Examiners and any examiners on the Trainee Examiners programme.

- a. The agenda is created by the Chair of the incumbent Committee.
- b. All decisions (as of Nov 2015) will be minuted and available upon request.
- c. One important element of the meeting is feedback on Examinations and recommendations to Teachers, Examiners and students.

- d. An element of the meeting must include a calibration section: all examiners watch live or recorded exam fights at varying levels and abilities and grade as a whole to calibrate their grading.
- e. Discussion, feedback and suggested improvements on the Examiner Training Programme.
- f. All Examiner recommendations will be ratified by the Incumbent Committee and will not 'stand' until that time.
- g. Every Probationary or Full Examiner must make themselves available for the annual Calibration meeting, and complete the relevant tasks assigned by the Examination Officer in the run-up to this meeting.
- h. The date of the calibration meeting will be set at the AGM and communicated to Examiners with a minimum of six months notice.
- i. Failure to attend the calibration and/or complete associated tasks will result in a suspension of Examiner status until the relevant calibration tasks are completed.
- j. Failure to attend consecutive meetings will result in suspension of Examiner status, until attendance and observation of one Standard Level and one Further Level exam, and submitting observation journals to the Training Officer. Any costs incurred during these two observations are to be covered by the observing Examiner.
- k. Any Examiner who is inactive/unassigned to an exam for a period of two years or more will have their Examiner status reviewed by committee. This may result in a period of retraining, observation and relevant paperwork.

3. **BADC EXAMINERS CODE OF PRACTICE**

- a. The Examinations Coordinator will email all examiners to inform them of any up-coming fight tests. Please respond as soon as possible to confirm your availability. It is important that you respond whether or not you are available in order to assist the Examinations Coordinator in assigning fight tests promptly and fairly.
- b. Whilst every effort will be made to distribute fight tests equally amongst all examiners, the more tests you are available for, the more you will be assigned. Please note that fight tests are not allocated on the basis of geography or convenience for the examiner.
- c. Upon being appointed as the examiner for a particular fight test, the Examinations Coordinator will send the examiner the EBF which should contain all relevant details such as venue, start and finish times, estimated student numbers and invoice information. If any of these details have been omitted or further information is required, the examiner is encouraged to contact the teacher directly.
- d. Examiners are encouraged to make travel arrangements in advance in order to minimise costs and to ensure that they arrive punctually.
- e. The option to run workshops for some or all students is at the examiners discretion and should be used to clarify grades and percentages.
- f. Percentages as well as grades should be given for all weapons at all levels.
- g. Sufficient time should be allowed for feedback to be given to the students. This feedback should be related to the BADC assessment criteria as well as offering advice on how the students can improve in the future.
- h. It is the responsibility of both the teacher and the examiner to ensure that the results are correctly submitted into the online TCR and that an ERF is fully completed.
- i. It is the responsibility of the teacher to send the completed ERF to both the Examinations Coordinator and the examiner. The examiner should check that this document corresponds with their own records.

- j. Examiners are encouraged to complete an Examiners Feedback Form (EFF) after each fight test and send it to the Examinations Coordinator. This helps the Academy to keep abreast of any issues, developments or changes in standards and conditions at all of the venues and institutions where we examine.

WILLIAM HOBBS BURSARY

This Bursary is to aid an active member of the BADC to further their training in Dramatic Combat (not a Dramatic Combat Certification Course) and related disciplines. The aim of the bursary is to further the education and training of the applicant and to promote the BADC. Applicants may be asked to deliver a workshop, essay or presentation to the committee/membership on their return.

Applicants Must Demonstrate

- Interest in furthering their development through further education in Dramatic Combat or related fields.
- Passion for the Art of Dramatic Combat.
- Demonstration of character and code of conduct that upholds the good name of the BADC.
- Must be an active member of the BADC and in good standing.
- Applicants cannot be a relative, spouse, or child of a member of the BADC Committee.

Application Process

- Completed typed application addressing the selection criteria with an essay on why you wish to receive the bursary.
- Applications must include a timeline, and be ready to action within three months of an award being granted.
- A letter of recommendation from an instructor you have worked with recently in the field/s of Dramatic Combat, Fight Direction, Film, Theatre, Historical Martial Arts & or Stunt work.
- Proof of purchase / booking will be required as evidence of use of funds.

Bursary amounts will be considered on a case by case basis and within the budgetary capabilities of BADC within that term. Amounts are intended to be a contribution to costs and not necessarily to cover the entire activity.

Send the completed application and letters of recommendation to BADC Committee Treasurer (treasurer@badc.org.uk) and receipt will be confirmed within 72 hours. If you do not hear back in that time period make sure to follow up.

BADC EQUALITY FUND

As part of the BADC's plan to promote and encourage Diversity and Inclusivity within our Society, we have created a fund for students, current and future, from underrepresented groups.

This fund has been set up to encourage those whose personal circumstances may put them at a disadvantage when accessing training. We are doing this to ensure the BADC is more reflective of modern society. Underrepresented groups can include but are not limited to; ethnic minorities, LGBTQIA+, Neurodivergent, D/deaf and Disabled People and those with Learning Disabilities.

This fund is to assist a new or active member who wishes to gain qualifications with the BADC. This can be for a Standard certification course, or Further Weapons training towards Intermediate and Advanced accreditation.

Award Amount

Up to £150 credit towards your chosen BADC Certification Course. The successful applicant will also receive one year free Swashbuckler membership (this will be in addition to the free first year offered to a student who has consolidated at Standard level). Bursary amounts will be considered on a case by case basis and within the budgetary capabilities of BADC within that term. Amounts are intended to be a contribution to costs and not necessarily to cover the entire activity.

Application Requirements

- Interest in starting or furthering their development through further education in Dramatic Combat to certification level.
- Passion for the Art of Dramatic Combat
- Demonstration of good character and code of conduct which upholds the good name of the BADC.

Application Process

- Completed typed application addressing the selection criteria with a statement of intent outlining why you wish to receive the fund, the course you wish to attend, what you hope to achieve and how you intend to continue in your field.
- Applicants are to provide a professional reference in support of their application.
- Please include your course provider's contact details.

Successful applicants will be asked to keep the BADC updated in their journey and write a summary about their experiences that will be shared with the membership.

Please send the completed application and letters of recommendation to BADC Inclusivity & Diversity Officer (inclusivity@badc.org.uk) and receipt will be confirmed within 72 hours. If you do not hear back in that time period make sure to follow up.

Successful applicants will be informed via email and the amount will be given directly to your course provider upon confirmation of your booking. If you can no longer attend the course, the money will be returned to the BADC.

