

**Actions/Matters Arising from the Committee Meeting of the
Essex Guild of Archery Coaches
Held at Margaretting Village Hall
On Wednesday 4th April 2018 at 7:30pm**

Cliff Tricker - write and circulate the February minutes.

Chris Buckley - email Anna Heaven, Paul Tolson & Dawn Tolson to seek clarification on their CCO roles.

Complete. For the roles where we had conflicting information then the incumbents believe that Anna is CCO Education, Dawn is CCO Development and Paul is a General member. As far as I can ascertain we don't have a CCO Performance.

Chris Buckley - confirm with Tim Davies that he doesn't need to renew either the old website or the old domain. **Complete.**

Chris Buckley - email Tim Davies to get the out of date copy of the 'Green Book' taken down from the old website.

Complete. Several old documents have been taken down including the Green Book.

Chris Buckley - email Richard Pilkington to ask if he will act as a 'sleeping Admin' as protection for the Guild Facebook page given it matches his ECAA webmaster role.

Complete. Richard was happy to do this and has been set up accordingly.

Chris Buckley - email dates of future meetings to Deb Horn & Richard Pilkington to be added to County Events calendar.

Complete. The meetings have been added. Note there was a typo for this action in the original draft minutes.

David Scolah - approach his contact Mark Wiseman for dates in July for 'Coaching the mind and emotional states in young archers'.

Complete. Tuesday 10th July at Perris Rettendon has been agreed.

Cliff Tricker - approach his contact (Carol Grandin?) re the Child Protection Awareness session, ideally scheduled for the first Wednesday in August. Cost to be established.

Cliff Tricker - approach Lloyd Brown re possible dates and the cost for 'Coaching the Technical Framework' in September/October, and to contact Deans.

David Scolah - check with Mayflower again re use of their facilities for the Lloyd Brown workshop.

Chris Buckley & Cliff Tricker - discuss Lloyd Brown costs and prepare a business case to put to County.

Deb Horn - email Chris Buckley the GDPR consent forms the county has produced. **Complete.**

Chris Buckley - devise an appropriate GDPR consent form and policy for the EGAC using AGB's guidance document.

Complete. A Privacy notice has been written as suggested by GDPR, but a consent form is not required in light of the new mailing list below.

Chris Buckley - email the final version of the consent form to Deb Horn for circulation to club secretaries.

Not required as noted above.

Chris Buckley - discuss with Richard Pilkington the creation of a coach-specific mailing list similar to the ECAA's.

Complete. Mailing list has been set up for coaching updates. See <http://www.ecaa.org.uk/coaching-and-judging/coaching-guild/coaching-signup>.

Cliff Tricker - speak to John Willson re Green Book. After subsequent discussion we believe SCAS put coach details in the green book. As far as anyone is aware, the EGAC don't provide SCAS with any details.

Cliff Tricker - progress Sarah Larby's renewal with AGB and get back to Sarah if there are issues.

Chris Buckley - email Alan Munson re money owed to Cliff. **Complete.**