

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

Attendees

Cliff Tricker - Chair
David Scolah - Vice Chair
Chris Buckley - Secretary
Mitch Vaughan - Mayflower
Alex Purser - ECAA Chair
Deb Horn - ECAA Secretary

1 - Apologies for absence

Adrian Heaven, Anna Heaven, Alan Munson, Dawn Tolson, Paul Tolson.

2 - Minutes of previous meeting

Cliff Tricker apologised that due to moving house and a broken phone these had not been written up.
Action Cliff Tricker - to write and circulate the February minutes.

3 - Matters Arising

N/A

4 - Chairman's Report

Cliff Tricker had not been contacted and had nothing to report.

5 - Secretary's Report

Chris Buckley reported he had been busy trying to get up to speed with the new role. The bulk of the agenda items from the previous meeting are still on the list this month to ensure everything gets covered, but this will be refined going forwards as there is a degree of overlap. Other items will be covered under Notified Business.

6 - Treasurer's Report

AM reported by email that he had been in touch with Lloyds. He needs another signature to confirm everything which he will get from Adrian Heaven then send things off ASAP. Once the bank receives the forms via post it will take about 7-10 days to complete everything from their end.

7 - Coach Education and future courses

Anna Heaven reported via Deb Horn that the three days of tutoring for her Level 1 course were now complete, with the assessment due 12th May.

Chris Buckley reported that an approach had been made from Thorrington Scout Camp who were looking to organise an Instructor course for the members of their Warden teams. They have a purpose built indoor archery range at their ground just outside of Colchester. Cliff Tricker and John Willson have volunteered to act as assessor and tutor respectively. We're waiting to hear back from the Scouts re some suggested dates.

8 - General Members' Reports

Nothing to report

9 - Notified Business

9(a) - Committee Roles

- Deb Horn thought she had been accepted as a general member at the AGM, although this wasn't Cliff Tricker's recollection. After some debate about the draft AGM minutes, Chris Buckley proposed a vote to accept Deb Horn back on to the committee as a general member. The vote was unanimous in favour of accepting Deb Horn back.
- The discussion touched on a discussion at the AGM about Paul Clark possibly becoming a general member. He wasn't formally elected, and it was noted he wasn't a current coach.
- The draft EGAC AGM minutes, the new EGAC website and Cliff Tricker's report to the ECAA AGM contain slight differences in who has which CCO role. **Action Chris Buckley** - email Anna Heaven, Paul Tolson & Dawn Tolson to seek clarification.
- It was noted that there is a Terms of Reference for the Guild in the ECAA Ops Guidelines available from <http://www.ecaa.org.uk/governance/documents>.

9(b) - Website

Chris Buckley reported that the old <http://essexarcherycoaches.co.uk> website had been redirected to the new <http://www.ecaa.org.uk/coaching-and-judging/coaching-guild>. Things will continue to work like this until August this year when the hosting agreement for the old website expires. The old domain name expires in 2023, so that is the deadline if we wish to maintain ownership. It was agreed to let both the old website and the old domain lapse. **Action Chris Buckley** - confirm with Tim Davies that he doesn't need to renew either the old website or the old domain.

It was noted that the out-of-date copy of the 'Green Book' on the old coaching website contained out of date personal information that will be at odds with the new GDPR regulation coming into force as of 25th May. **Action Chris Buckley** - email Tim Davies to get the document taken down.

9(c) - Facebook Page

Chris Buckley apologised to Deb Horn and Alex Purser for removing their Admin and Editor roles to the EGAC Facebook Page without prior notice. It was noted that Chris Buckley and Cliff Tricker are both Admins which does give us better protection than before. It was proposed that we ask Richard Pilkington to act as a 'sleeping Admin' as an extra precaution given that it matches his ECAA webmaster role. **Action Chris Buckley** - email Richard Pilkington.

It was noted that Richard Pilkington's webmaster role ensures a consistent style and 'feel' for the ECAA website, and that it would be desirable to have someone perform a similar role with the EGAC Facebook page and Website. Chris Buckley will continue with this unless anyone else on the committee has a desire to pick it up.

9(d) - Future Plans

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

9(e) - Seminars and talks, (f) - CPD what do coaches require, (g) - Workshops

The discussion around these points overlapped, with much of the focus on the cost to the coaches and archers should they be expected to pay for these events themselves. Alex Purser outlined the way other counties are operating in terms of business cases being submitted to county who might in turn seek funding from region. Some previous events have lost money, so the logistics also need to be better managed. The result of the discussions was that the events being considered will be organised as follows:

- Anna Heaven's talk on coaching people with learning disabilities clashes with the ECAA meeting on 2nd May. It is now targeted for the 9th May at Margaretting Village Hall although we're awaiting

confirmation from the venue. Donations will be accepted on the night, with tea and coffee similarly being provided for a donation.

- **Action David Scolah** - approach his contact Mark Wiseman for dates in July for 'Coaching the mind and emotional states in young archers'. The fee will be £100 (which will be donated to a children's charity). Again, costs will be covered by donations with a start time of 7:00pm for 7:30pm.
- **Action 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 if not already known.
- **Action Cliff Tricker** - approach Lloyd Brown re possible dates and the cost for 'Coaching the Technical Framework' in September/October, and to contact Deans. **Action David Scolah** - check with Mayflower again re their facilities. It wasn't mentioned directly as part of this proposal, but **Action Chris Buckley & Cliff Tricker** - discuss the costs and prepare a business case to put to County.

The Michael Peat performance weekend won't be pursued at this stage as there is a lot in the pipeline already. His fee would be £600. It was noted that there appears to be less (although there was still some) interest in a First Aid course. A number of people have the EFAW (1-day course) or the FAW (3-day course) already. Several have much higher qualifications.

9(h) - Venues

Deans remains the only currently viable venue. It has all the necessary equipment, but it would still be ideal to have a more central venue.

9(i) - General Data Protection Regulation (GDPR)

A discussion was held around the new data protection regulation that comes into force on 25th May. If the EGAC are to hold personal data we need a privacy policy which amongst other things specifies exactly what data we hold, the legal basis for holding it (consent, contract, legal obligation, vital interests, legitimate interest), any processing that takes place and details re data retention periods. The legislation introduces new concepts such as the right to be forgotten. The question was posed as to how best to proceed, and the following actions arose:

Action Deb Horn - email Chris Buckley the consent forms the county has produced

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

Action Chris Buckley - email the final version to Deb Horn for circulation to club secretaries (note that this will need to be agreed and distributed before the next EGAC committee meeting).

Action Chris Buckley - discuss with Richard Pilkington the creation of a coach-specific mailing list similar to what is in place for the ECAA.

Action Cliff Tricker - speak to John Willson re Green Book.

10 - Any Other Business

10 (a) - Renewals

Sarah Larby from Black Stag Archers was chasing a renewal she originally sent to John Willson in May 2017. She has resent the forms. **Action Cliff Tricker** - progress with AGB and get back to Sarah if there are issues.

10 (a) - Renewals

Cliff Tricker is owed £71 when the Guild regains access to its bank account. £29 for the AGM and £21 for each of the last 2 meetings. **Action Chris Buckley** - email Alan Munson.

The date of the next meeting will be Wednesday 6th June 2018 at 7:30pm

The meeting closed at 21:26