

**Minutes of the Committee Meeting of the  
Essex and Suffolk Guild of Archery Coaches  
Held at Margaretting Village Hall  
On Wednesday 1<sup>st</sup> August 2018 at 7:30pm**

## Attendees

Cliff Tricker - Chair  
David Scolah - Vice Chair  
Chris Buckley - Secretary (Minutes)  
Alan Munson - Treasurer  
Anna Heaven - CCO Education  
John Willson - CCO Performance  
Adrian Heaven - General Member  
Deb Horn - General Member

Huw Lillywhite - West Essex

### 1 - Apologies for absence

Tracey Wheatley, Paul & Dawn Tolson, Tony & Joan Ikel, Mitch Vaughan, Mike Huard, Alex Purser.

### 2 - Minutes of previous meeting

The minutes were accepted with one correction in section 7 to hide the name of the club previously mentioned as possibly running an Instructor's course. They are not organising a course but have had a couple of queries as a result of being named.

### 3 - Matters Arising

**Chris Buckley** - extend Tim Davies an official thank you for his work on the old website. **In hand.**

**David Scolah** - forward details of Chrome certificate/virus alert he's getting when accessing the new website to Chris Buckley / Richard Pilkington. **Closed - seems to be a browser issue that's now resolved.**

**Cliff Tricker** - forward emails with Steve Nicholson and others in relation to getting an overview of the Technical Framework. **In hand.**

**Chris Buckley** - circulate a link to the Privacy Notice and ask for confirmation that people are compliant, or to provide details of any further personal data they hold, by no later than the next meeting. **Complete.**

**Chris Buckley** - help the Thorrington Scouts complete the paperwork for their Instructor Course and send back to Nicky Hunt, as well as checking their kit inventory is appropriate for 10-12 adult archers. **Complete.**

**Chris Buckley** - contact the organisation in Chigwell and suggest they talk to the local club rumoured to be setting up an Instructor's course, after which they should speak to Nicky Hunt at Archery GB. **Complete.**

**Chris Buckley** - point the archer who had dropped out of a Surrey L1 course at Barbara Barrett or Kate Dunnighan at Archery GB. **Complete.**

**Cliff Tricker** - provide **Alan Munson** with contact details for Derek Sizeland so the outstanding £500 from SCAS for the Alley Court L1 course can be progressed. **In hand with SCAS.**

**Chris Buckley** - forward Committee role changes and email addresses to Richard Pilkington to update the Officers and Contacts pages. **Complete.**

**Chris Buckley** - ensure Guild shooting events are reported, represented and ratified by County going forwards and that any new ranges are registered under the County if not already registered to a club.  
**Ongoing.**

John Willson raised a point about the Green Book which prompted further discussion about the handling of renewals and management of the coach entries on the Green Book in relation to GDPR. A suggestion was made by Deb Horn that as renewals were shifting to the Guild Secretary under the new Guild Terms of Reference [see Chairman's report and 12(b)], it would be sensible for the Secretary to look after the Green Book entries to ensure a consistent approach. The Secretary duly volunteered to take these on.

**Action Chris Buckley** - communicate the contact change for renewals to Barbara Barrett at AGB and to Christopher Fletcher-Campbell at SCAS re the Green Book.

As part of the discussion in relation to GDPR, John Willson and Adrian Heaven confirmed they do not hold any personal data in relation to their Guild roles outside of what is covered in the Guild's Privacy Notice.

#### 4 - Chairman's Report

Cliff Tricker outlined the Executive meeting that had taken place the previous week. The Guild will retain their representative on the Executive going forwards.

A new Terms of Reference (ToR) had been produced for the Guild, mostly aimed at bringing things up to date as the ToR was last updated in 2004. The more significant changes were the formal rebranding of the Guild to be the Essex and Suffolk Guild of Archery Coaches (ESGAC), the formal adoption of the Secretary role, and making the ESGAC an official sub-committee of the ECAA to avoid potential insurance issues. The ToR was discussed in some detail, then proposed by John Willson and seconded by Chris Buckley with some minor amendments:

- Capitalisation of a few terms for consistency
- Removal of responsibility for coaching renewals from CCO Development (they will all come in via the Secretary and need to be routed differently depending on the grade being renewed)
- A specific mention of the Green Book under the Secretary's description

Everybody voted in favour. **Action Chris Buckley** - effect rebranding of EGAC as ESGAC.

Renewals were covered with all to be approved for: Nigel Andrews (L1), Simon Harding (L1), Emma Broxholme (L1), Chris Mannox (L2) - date had been missed but details sent on, Ian Miller (L1).

#### 5 - Secretary's Report

A lot of correspondence has been received, although things have settled down a bit from the previous two months. A lot of time and effort has been invested in helping to arrange the two CPD events we've held recently. Thanks are due to Anna Heaven for the excellent job she did with 'Coaching Archers with Different Learning Needs' and also to David Scora for organising 'Coaching the Mind'. Andrew at Perris has been thanked for the use of Rettendon, but **Action Chris Buckley** - thank Tony Preston too.

The password had been 'lost' for the Guild laptop and the Secretary has gone to some lengths to get this operational again. The laptop has also been loaned a full copy of Office 365 so it can now be used for productive work. As well as the laptop and projector, Cliff also passed the box of coaching badges to the Secretary, along with a box of old paperwork which will be reviewed in terms of GDPR compliance.

There have been no more reports of problems with the secretary's email address (coaching@ecaa.org.uk), and the village hall secretary now has the Secretary down as the main contact for the Guild.

The Secretary apologised that he might not be quite so easy to get hold of until after November as he has some work commitments.

## 6 - Treasurer's Report

Alan Munson reported that he now has the correct forms which are all signed including the setup for online banking. The June 11<sup>th</sup> statement had a balance of £1,275.52. The JEDI account contained approx.. £1600 with £500 still to be claimed back from SCAS.

## 7 - CCO Education Report

Anna Heaven reported that her last essay has been submitted for her senior coach assessment and the final interview is on September 15<sup>th</sup> so good luck to Anna.

See Any Other Business below for a discussion re L1/L2 dates.

## 8 - CCO Development Report

Nothing to report in the absence of Dawn Tolson.

## 9 - CCO Performance Report

John Willson reported that Runwell is available if we wish to use it for a Technical Framework event, so thank you to RTAC for this.

## 10 - General Members' Reports

Deb Horn talked about the possibility of a County squad day which could involve archers, coaches and judges. There has been a change of personnel at Noak Hill who hold the County kit but discussions are in hand. Chris Buckley volunteered Colchester as a possible alternative should it be necessary.

## 11 - Talks, Seminars, Workshops, CPD Events, Future Plans

Cliff Tricker and John Willson are both progressing the Technical Framework sessions. David Scolah has spoken to Perris about the possibility of getting representatives of Uukha and Gillo down for a presentation and Perris are putting together some numbers for it.

## 12 - Notified Business

### 12(a) - GDPR - confirm nobody holds personal data outside the scope of privacy notice

This was covered under 3 - Matters Arising above, but Cliff Tricker, John Willson and Adrian Heaven confirmed they do not hold any personal data in relation to their Guild roles outside of what is covered in the Guild's Privacy Notice. (Cliff and John hold data in relation to renewals, but that is covered by the notice). That now leaves just Paul and Dawn Tolson to confirm they are not holding personal data.

### 12(b) - Follow up re item from the County minutes re the role of the EGAC, including the proposed revised Terms of Reference for the Guild

Covered under 4 - Chairman's Report above.

## 13 - Any Other Business

The Secretary reported he'd paid a £10 deposit for a key to the Chelmer Room as a regular user, and that we could use it to get one cut for the main ECAA Council Meeting and the judges if required. Deb Horn requested one given her role as ECAA Secretary. **Action Chris Buckley** - ask Richard Pilkington if he would like a key cut for the judges.

Some discussion was held as to whether we should hand out attendance certificates on the back of CPD events etc. The general feeling was that this would generate an unnecessary amount of administrative overhead given that we use a signing in sheet for each event. **Action Chris Buckley** - see if there are any viable alternatives using Apple/Android Wallet app along the lines of the AGB e-Membership card.

A discussion was held about L1/L2 courses. There is a possibility another L1 will be scheduled towards the end of this year, hopefully to feed enough candidates through to a L2 early next year.

Neither Cliff Tricker nor John Willson can make the next meeting date of 3<sup>rd</sup> October. **Action Chris Buckley** - to circulate possible alternative dates to be voted on by the committee.

The date of the next meeting is to be confirmed but will default to the scheduled date of Wednesday 3<sup>rd</sup> October 2018 at 7:30pm if there isn't a clear alternative.

**Post meeting update - The next meeting will take place on Wednesday 3<sup>rd</sup> October 2018 at 7:30pm as scheduled. There wasn't an alternative date that suited a clear majority.**

The meeting closed at 21:10

DRAFT