

**Minutes of the Committee Meeting of the  
Essex Guild of Archery Coaches  
Held at Margaretting Village Hall  
On Wednesday 6<sup>th</sup> June 2018 at 7:30pm**

## Attendees

Cliff Tricker - Chair	Alex Purser - ECAA Chair
David Scolah - Vice Chair	Paul Clark - Chelmsford Tudor Rose
Chris Buckley - Secretary (Minutes)	Mike Huard - Colchester
Alan Munson - Treasurer	Mitch Vaughan - Mayflower
Dawn Tolson - CCO Development	Joan Ikel - Oakfield
Adrian Heaven - General Member	Tony Ikel - Oakfield
Paul Tolson - General Member	John Willson - Raleigh
Deb Horn - General Member	

## 1 - Apologies for absence

Anna Heaven, Tracey Wheatley.

## 2 - Minutes of previous meeting

The minutes were accepted with one correction under 9(d) in relation to future EGAC meetings being added to the County events calendar.

## 3 - Matters Arising

**Cliff Tricker** - write and circulate the February minutes. **Abandoned**. Secretary agreed there is no point writing minutes retrospectively as all actions/matters arising have been picked up and documented from April onwards.

**Chris Buckley** - email Anna Heaven, Paul Tolson & Dawn Tolson to seek clarification on their CCO roles. **Complete**. See item 10(a)

**Chris Buckley** - confirm with Tim Davies that he doesn't need to renew either the old website or the old domain. **Complete**. Tim has been thanked, but **Action Chris Buckley** - to extend Tim an official thank you. David Scolah mentioned he was getting a certificate/virus alert with Chrome accessing the new website. **Action David Scolah** - forward details to Chris Buckley / Richard Pilkington.

**Chris Buckley** - email Tim Davies to get the out of date copy of the 'Green Book' taken down from the old website.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. John Willson outlined how the Green Book is updated and it was noted that there are a number of inaccuracies in the current version, despite changes having been communicated to SCAS. It was also noted there is a Coaching Secretary in the Green Book (not the same as the Guild Secretary), who receives a monthly coach renewal report from AGB. This is currently the Guild Chairman. There was a suggestion that County should perhaps nominate someone to look after the Green Book entries.

**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. **In Progress.** Cliff is chasing but his contact is currently in America.

**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.

**In Progress.** Cliff has been speaking to Steve Nicholson (ex-Academy) and others in relation to getting an overview of the Technical Framework. Previous actions will be dependent on outcome. **Action Cliff Tricker** - forward emails for information.

**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. See also 10(b) below. It was noted that not everyone had replied to an email confirming they were compliant with the Privacy Notice. **Action Chris Buckley** - circulate a link 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.

**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. **Complete.**

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

#### 4 - Chairman's Report

Covered earlier re arranging a Technical Framework discussion.

#### 5 - Secretary's Report

Secretary reported it had been a busy couple of months with a lot of correspondence and several days spent addressing GDPR issues, covered above. A coach specific mailing list has been set up as noted above. Everything is now operational and people are starting to sign up.

We have been having some issues with the secretary's email address ([coaching@ecaa.org.uk](mailto:coaching@ecaa.org.uk)) with reports of outgoing emails not being delivered and/or incoming emails bouncing back. Richard has just changed some anti-spam settings so we'll see how things behave from here on in.

The email issues, along with some organisational issues with the people who look after the village hall, have led to difficulties getting bookings arranged and/or confirmed. We have a new contact for bookings, so hopefully things will improve going forwards.

For reference the new village hall secretary is:

Lynn Cameron  
27 Orton Close, Margaretting, CM4 9JN  
m: 07794 187741  
h: 01277 355575 (Lynn works during the day but there is an answerphone)  
e: margarettingvhbookings@gmail.com

## 6 - Treasurer's Report

Alan Munson reported that everything should be signed and he had a meeting with the bank arranged for the coming Friday to progress changing signatories and closing the JEDI account. There was a unanimous vote in favour of switching to online access as far as is practicable.

## 7 - Coach Education and future courses

Anna Heaven reported via email that :

*I am pleased to report that we have 10 new L1 coaches in Suffolk/Essex; all of the candidates from the recent course successfully passed their assessment and have been awarded their qualification. Several of them have already expressed an interest in moving onto L2 in the future and I am considering trying to run a L2 course sometime next year. I had a lot of trouble filling the last L2 course but hopefully with a few more successful L1 courses behind us, we should have enough candidates. (At least 6 to make it viable, 8 is a better number for group work etc.) I am looking forward to running my CPD event later this month and hope that this will be the first of many further CPD events in the future.*

It was suggested in the meeting that at least 10 archers would be required to make a L2 course financially viable.

Chris Buckley reported that 5<sup>th</sup>-7<sup>th</sup> October had been agreed for the Instructors Course to be run at Thorrington by the Scouts. **Action Chris Buckley** - help the Scouts complete the paperwork and send back to Nicky Hunt, as well as checking their kit inventory is appropriate for 10-12 adult archers.

A request for help had been received from an organisation in Chigwell with regard to finding places on an Instructors Course for three members of staff. Given the three staff are unable to travel very far, the suggestion has been made they might wish to run their own course in-house. Cliff and John are prepared to run the course, but **Action Chris Buckley** - contact the organisation and suggest they talk to the local club rumoured to be considering running as Instructor's course, after which they should speak to Nicky Hunt at Archery GB.

We also received a query from someone who had dropped out of a Surrey based L1 course for personal reasons and was asking about how they could go about picking up from where they left off. The individual concerned has not responded to emails asking for dates, contact information etc. **Action Chris Buckley** - point them to Barbara Barrett or Kate Dunnighan at Archery GB.

## 8 - General Members' Reports

Nothing to report.

A question was raised by Deb Horn on behalf of Richard Pilkington about the 'County Development Coordinator' roles. John Willson responded that it was him for Essex and Maureen Hatton for Suffolk, and that it was in relation to organising onTarget competitions etc but nothing had been heard for a couple of years.

People had been asking about renewals, but contact details for Cliff and John are correct on the website - <http://www.ecaa.org.uk/coaching-and-judging/coaching-guild/coaching-renewals>.

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

Some discussion had taken place between Anna Heaven, Deb Horn and Chris Buckley around recompensing people for running CPD events. It was proposed that £50 would be an appropriate fee to cover transport, printing etc and was accepted by unanimous vote.

8 people were interested in Anna Heaven's 'Coaching Archers with Different Learning Needs' event at the time of the meeting.

It was noted that Tony Ferguson is expected to be down on the 20<sup>th</sup> and will provide a brief update on coaching regionally and in other counties.

David Scolah was expecting to send out a flier for his 'Coaching the Mind' event by the end of the week.

John Willson noted there was £500 outstanding that had never been claimed from SCAS on the back of the Allyn Court L1 Course. **Action Cliff Tricker** - to provide **Alan Munson** with contact details for Derek Sizeland so it can be progressed.

## 10 - Notified Business

### 10(a) - Committee Roles

For the roles where we had conflicting information then the incumbents believe that Anna Heaven is CCO Education, Dawn Tolson is CCO Development and Paul Tolson is a General member. That leaves us without a CCO Performance. Cliff Tricker asked if anyone would be prepared to stand and John Willson duly volunteered. John Willson was proposed by Cliff Tricker, seconded by Chris Buckley, and voted in unanimously as CCO Performance. Welcome back John!

Some discussion took place around email addresses to be used for the EGAC web contact forms., and the fact that the addresses are not directly visible on the EGAC website. The addresses were noted for John Willson and Deb Horn. **Action Chris Buckley** - forward role changes and email addresses to Richard Pilkington to update the Officers and Contacts pages.

### 10(b) - General Data Protection Regulation (GDPR)

Covered under Matters Arising above.

### 10(c) - Item from County Minutes re role of the EGAC

Anna Heaven had asked by email what was happening. The County Vice President had asked why there was a representative of the Coaching Guild on the County Executive when other sections weren't represented. There were subsequent notes with regard to whether the Guild was still needed or warranted with a proposal that the Executive would take this forward, discuss the situation and come back with an answer.

A wide ranging discussion ensued, broadly in line with the history of the situation as outlined in the County minutes. The County Chairman outlined some of the rationale behind the setup, but was mindful of the fact that the Executive discussion has yet to take place.

Broadly speaking, the answer to the question 'Why is a representative of the Coaching Guild on the Executive Committee' would appear to be 'For historical reasons'. It was noted that there wasn't an explicit suggestion from the Vice President that the coaching guild should lose this representation.

Whether or not the Guild is still needed or warranted is, as stated in the County minutes, another matter. Anna Heaven had emailed in some thoughts, proposing an alternative whereby perhaps we had a CCO on the County Committee who then went out to other contacts to organise events etc.

While having some sympathy with Anna's view, Chris Buckley suggested that now matter how we restructure or reorganise, we will ultimately have the same small number of people willing to get involved, most of whom are on the Guild Committee anyway. Given that the Guild does now seem to be making some progress after a period of inactivity, perhaps we would do better to reassess the situation in a couple of months once some of our scheduled events have taken place.

This seemed to be the majority (although perhaps not the unanimous) view around the table, but the County Executive (which includes Cliff Tricker) will of course come to their own decisions in this regard.

## 11 - Any Other Business

Guild shoots - Deb Horn questioned how insurance worked for Guild events that involved shooting. Alex Purser suggested shooting events should be reported and represented to County, and then ratified in a similar manner to club 'have a go' sessions being recorded in a club's minutes. New venues would need to be registered under the County if not already registered to a club. **Action Chris Buckley** - to ensure this happens going forwards.

The date of the next meeting will be Wednesday 1<sup>st</sup> August 2018 at 7:30pm

The meeting closed at 21:23