

**Minutes of the Committee Meeting of the  
Essex and Suffolk Guild of Archery Coaches  
Held at Margaretting Village Hall  
On Wednesday 6<sup>th</sup> February 2019 at 7:30pm**

## Attendees

Anna Heaven - Chair & CCO Education  
David Scolah - Vice Chair & CCO Development  
Chris Buckley - Secretary & CCO Renewals  
Deb Horn - CCO Performance  
Adrian Heaven - General Member  
Huw Lillywhite - General Member

Mike Huard - Colchester

## 1 - Apologies for absence

Alan Munson, Chris Vince, Yvonne Vince.

## 2 - Minutes of previous meeting

The minutes of the previous meeting were presented and accepted with no amendments.

## 3 - Matters Arising

### Carried over:

**Cliff Tricker** - forward emails with Steve Nicholson and others in relation to getting an overview of the Technical Framework. **Abandoned now Cliff has stood down and several other initiatives are in hand.**

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

### New:

SCAS Coach of the Year - SCAS have asked again for a nomination so **Action Chris Buckley** and **David Scolah** to pursue appropriate individuals for citations to support the committee's nomination. Full details will be published in due course.

**Chris Buckley** - check whether Margaretting Village Hall (MVH) were paid for August and update the Treasurer as to what he is owed. **Complete - MVH were paid for August and up to and including the October meeting. Chris is owed £73.50. After the December AGM and the February meeting this will increase to £115.50.**

**Anna Heaven** - contact Trish Lovell re a CPD session on field archery. **Complete. Trish is keen to do it and it will be picked up under item 11 below.**

**David Scolah** - keep in contact with Perris re the possibility of getting representatives of Uukha and Gillo down for a presentation. **Still in hand.**

**Chris Buckley** - investigate renewal issues. **Ongoing - coaches are all saying they are not receiving renewal notices from AGB. AGB say they are being sent by email and look a bit like the standard newsletters. Regardless, the Secretary as part of the CCO Renewals role will start sending renewal reminders to**

**individual coaches where email addresses are known, or via club secretaries where not. Reminders have gone out for renewals up until the end of February with the next one due in June. More under item 12 below.**

#### 4 - Chairman's Report

Anna has attended the recent SCAS Meeting. Coach of the Year has been covered already, but the SCAS Coaching Conference has been provisionally booked for Saturday 27<sup>th</sup> April in Oxfordshire which we will advertise when full details become available. Anna also received information from Trish Lovell about the Kent Coaching Conference. They have a good range of speakers and it is closer than Oxfordshire. We have already advertised the event on the Guild's Facebook page and via the mailing list.

#### 5 - Secretary's Report

We've had a lot of correspondence over the last few months, much of it in relation to renewals which all seem to stack up against the end of the year. More on renewals under item 12.

We had an approach from the PE Lead at Camulos Academy Primary School in Colchester and an "arrows" session has been run. We're waiting to hear back from the school's business manager re possible funding. We discovered along the way that the school had also made an approach to Pam Hardy and Nigel Andrews who had put some work into costing a "real" archery solution. It seems there was a communication breakdown somewhere along the way, but I have apologised to them both for any confusion and for potentially stepping on their toes. I'm happy that "arrows" was the correct solution given the age and the number of children involved.

I'm also in discussion with the Broomgrove school in Wivenhoe who are interested in something similar. I should declare an interest in that my daughter is a year 1 teacher there.

We had an approach from "Active Essex" re delivering archery to the James Hornsby School in Basildon. Huw and Debs have kindly picked this up and updated the meeting that they were waiting for the answers to a few more questions before deciding how to proceed given that it will be more of an ongoing arrangement.

There is a judge's meeting being held on the 27<sup>th</sup> March and Richard Pilkington asked if I would attend with my coach's hat on. We not sure as to the exact topic yet, but there are a lot of archers turning up to tournaments who don't really know what they should be doing, so some friendly debate in this area could well be in order. **Action Chris Buckley** - discuss further with Richard Pilkington.

The discussion touched on Paul Clark's offer of running a CPD session on equipment from a judge's perspective. More on this under item 11.

#### 6 - Treasurer's Report

In Alan's absence Chris Buckley said the paperwork had been signed to get himself added as a signatory to the old Lloyds account(s) and that he should now be a valid signatory to cheques. **Action Alan Munson** - provide the treasurer's report post-meeting, which he said he would do as part of his apology. A get-together with **Adrian Heaven** and **Chris Buckley** will also be required to sign paperwork for the new Barclays account.

#### 7 - CCO Education Report

The level 1 course started on Saturday with eight people who are all very keen. Anna is hoping to trial a new style Level 2 towards the end of the year, although that is very dependent upon Archery GB. It was noted that we had asked on Facebook if there was interest in a Level 2 and so far there had only been 1 or 2 responses.

## 8 - CCO Development Report

Nothing to report. As part of a general discussion **Action Chris Buckley** - circulate role definitions from the constitution. A question was raised about the process for the registration of beginners' courses etc, but Archery GB have said more details will be provided in April.

## 9 - CCO Performance Report

Debs has spoken to Noak Hill about using their ground. They are more than happy for us to use half of their field. There would be more of an issue using the indoor range as it is much smaller and would have to be closed to members. Noak Hill are not against it, but it would have to go before the membership first.

Rayleigh would also be open to us using their outdoor facility, but indoors would be more of an issue at their new venue which is a school (Sweyne Park).

West Essex hire a hall in Ockendon one Saturday a month, so it may well be free on other Saturdays. West Essex would be OK for us to use their equipment but we'd need to look at the booking arrangements.

In conjunction with County we're looking at a simulation team 'squad' day where we can get archers shooting ranking rounds and head to heads, and coach them not so much in technique but more in competition preparation. Judges would be included too and the idea is to create a friendly, co-operative atmosphere which will benefit all the participants. We're looking at dates in May for Noak Hill. **Action Chris Buckley** - provide Colchester dates where nothing specific is currently arranged as a possible fallback, although it would have to be run past the club's committee.

## 10 - General Members' Reports

Adrian Heaven has also been working with Alan Munson to get all of the paperwork signed for the bank accounts.

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

Trish Lovell is really keen on running a practical field archery day, covering aiming, sighting and tuning (which is different for target and field). The cost would be £200 plus mileage and a contribution towards overnight accommodation or £100 for half a day. She would be prepared to do an evening but feels a day would be more beneficial. **Action Anna Heaven** - forward Trish's email to Chris and David. **Action David Scolah** - check whether Mayflower would be happy to host it and to look for a possible date in June/July. Their next meeting will be 20<sup>th</sup> February. £20 seems a reasonable price point, and we'd target the day at both archers and coaches.

**Action Chris Buckley** - make sure Paul Clark can make the April meeting to run his session on equipment from a judge's perspective, then advertise via club secretaries.

Debs is working at Stoke Manderville on VI and they are working on a variation of the "Pass It On" disability workshops although there is some debate with Archery GB as to who owns the original rights. They're looking at beginners disability coaching, advanced and also VI. It is still a work in progress, but we'll ask about dates and costs.

It was noted in passing that County are keen for us to be doing as much as possible, so we should investigate all and every opportunity to put on CPD events, both for this year and future years.

There was discussion around coaching clinics, both in the sense of resurrecting the idea of an Essex and Suffolk Development Programme for the winter months, and visiting clubs for trouble shooting sessions. The idea of a 'squad' day is a good opener for the former. It was noted that the latter has different challenges for weekday evenings/weekends giving.

**Action Deb Horn** - put a note out to club secretaries to see if there's interest in coaching clinics. **Action Chris Buckley** - provide some wording for Debs to tag on the end of the email to remind people about the Guild's mailing list and Facebook page.

## 12 - Renewals

The new Renewal Panel is up and running after some complications around who was qualified to hold which roles. Everything is now being done electronically under the coaching@ecaa.org.uk email address. We're keeping coaches appraised of progress and we're sending out reminders a couple of months ahead of renewal dates. So far the feedback has been good. Several coaches have sent in their thanks for the progress updates and have commented that the process is significantly quicker than before.

David and Sheila Wiltshire were mentioned at last ECAA AGM as struggling with their renewal due to not having email addresses and/or having limited online access. They've had a significant amount of help to get both their Level 1 and DBS renewals processed, including posting them appropriate forms etc. This is now all progressing.

Our current number of coaches as per Archery GB's monthly list is:

Level 1	53
Level 2	16
County	4
Senior	2
Total	75

Given some late renewals that are still in the pipeline and that some October renewals are often very late hitting the system then the 'best case for numbers is:

Level 1	60
Level 2	18
County	6
Senior	2
Total	86

## 13 - Any Other Business

Debs pointed out that we needed a County Coaching Representative to the main ECAA committee to be nominated ready for the ECAA AGM. There was some confusion over this as Chris Buckley did volunteer for the role and was voted as such at the ESGAC December AGM, but an official nomination still needs to be submitted for the County, so Debs will put forward Chris' name.

Anna asked for it to be minuted that somebody who had originally signed up for her Level 1 course subsequently cancelled based on advice from their club chairman who had said they needed some coaching practice before doing a level 1. This is absolutely not the case, so we will make it clear when the next Level 1 is advertised that is the entry level qualification and that no prior coaching experience is required.

Also, **Action Anna Heaven** - circulate original notes re a possible Essex (and Suffolk) Development Programme.

A minute's silence was held in memory of Mitch Vaughan who passed away in January.

The date of the next meeting will be Wednesday 3<sup>rd</sup> April 2019 at 7:30pm.

The meeting closed at 20:33.