

Essex and Suffolk Guild of Archery Coaches

Terms of Reference

1. **Name**

The title of this group shall be
THE ESSEX AND SUFFOLK GUILD OF ARCHERY COACHES (ESGAC)
Hereinafter called "The Guild"
2. **Membership**

Membership shall be accorded to all Archery GB licensed coaches and instructors within the county of Essex and Suffolk. Associate membership shall be available to coaches from other counties upon payment of a nominal administration fee.
3. **Objectives**

As a sub-committee of the Essex and Suffolk County Archery Association (ECAA):

 - i. to support the objectives of ECAA in promoting, through organised coaching, all forms of archery recognised by Archery GB.
 - ii. To advise ECAA on all matters relating to the coaching of archery in the County
 - iii. To promote and encourage the free flow of expertise and assistance in coaching and allied matters
 - iv. To maintain strong links with the archers and clubs within the county of Essex and Suffolk, the Regional Coaching Committee (RCC) and Archery GB
4. **Officers**

The committee shall be served by the following officers nominated and elected annually. Any one of these officers is to be additionally appointed as the County Coaching Representative to the main ECAA committee and such a nomination must be ratified by the ECAA AGM

Chairman
Will guide the debates and generally keep things within the agenda at all ESGAC meetings.

Vice Chairman
Will stand in and act on behalf of the Chairman when he/she is unavailable or when required

Secretary
Will be responsible for, and act as main point of contact for general communication with all members of the guild, the RCC, ECAA and AGB, inclusive of Coach certification renewals, and maintenance of guild records as required

Treasurer
Will keep an account of the Guild's finances, report on these accounts at meetings and prepare an audited statement of accounts for presentation at the Guild AGM, which will be forwarded to the Treasurer of ECAA for the main ECAA AGM

Three (3) County Coaching Organisers (CCOs)
The roles and responsibilities of the CCO's overlap and they will generally work closely, but in general terms their responsibilities will be as follows –

CCO Development
New club support and fundraising.

CCO Education
Coach Education, courses and workshops, Coach certification renewals.

CCO performance
Performance coaching, coaching clinics and squads

General member
To represent the remainder of the Guild

All the above officers are to be members of the ECAA and the ESGAC. The ESGAC may appoint persons who may not necessarily be members of the ESGAC to undertake specific tasks for the committee as the need arises.

5. Meeting

Bi-monthly meetings shall be held for the purpose of discussing and initiating coaching activities in the county.

The Annual General Meeting shall be held in December

All members of the Guild have the right to vote at the Annual general Meeting. The Chair shall have a casting vote.

Seven (7) days notice shall be given of all meetings other than Extraordinary General Meetings and Annual General Meetings, which shall be 14 days.

Quorum

Six (6) members are required to form a quorum, two of whom are to be members of the committee.

Committee

The committee will meet when necessary. A quorum of the committee will consist of three members, one of whom must be the Chair, Vice Chair, Secretary or Treasurer.

The outcome of such meetings to be reported at the next meeting of the ESGAC.

Extra-Ordinary Meetings

An Extra-Ordinary General meeting may be called by the committee or by notice signed by not less than ONE THIRD (1/3) of the membership of the Guild.

Written notice of at least fourteen (14) days must be given before the date desired.

6. Assets

All property of the Guild shall be vested in the ESGAC and an inventory shall be maintained of such property.

As a sub-committee of ECAA, in the event of dissolution of the Guild, all assets, including equipment, remaining after the payment of all liabilities shall be handed to the Essex County Archery Association

7. Amendments

Any proposed amendments to this document must be received in writing by the Secretary of ECAA fourteen (14) days before a County committee meeting.