

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 13 JULY 2015  
BY SKYPE

Present: Michael Mather, Chair  
Alistair Paton, Director of Governance  
Ann Ward, Finance Director  
Norrie McLean, Director of Operations  
Martin Symonds, Director of Member Services  
Claudine Jennings, Director of Performance  
Victoria Barby, Director of Communication  
Peter Lennon, Co-opted Director of Coaching  
Vincent Bryson, Co-opted Director without Portfolio  
Jeremy Gaywood, Scottish Target Shooting – Item 1 and 2 only  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Jennifer Griffin.

2. NATIONAL SHOOTING CENTRE

Jeremy Gaywood gave the background to the National Shooting Centre, the idea of which has gone back several years. Derek Sangster has been involved on behalf of Scottish Archery for the last few years. The project has now gone to Stage 2 and a preferred bidder has been selected.

Maps and a report prepared by the Bidder, the Central Scotland Shooting Ground, were circulated around the Board (copy on file).

The next stage of the process is to firm up on the usage figures and Jeremy is currently working on this with the target shooting disciplines. He noted that it was important that the figures must be conservative as it would be unfair to provide inflated figures which would not be achievable.

Jeremy Gaywood agreed to attend the next Board meeting in August and suggested that David Ewart from sportscotland should accompany him, this was agreed.

Jeremy Gaywood noted that he would like indicative figures before the August meeting but agreed that the SAA should not be rushed into making a decision. It was agreed that Michael Mather and Jeremy Gaywood would meet prior to the August Board meeting and discuss the likely participation figures and range hire rates, should Scottish Archery agree to be involved in the project. (*Action Michael Mather*)

### 3. CONFLICTS OF INTEREST

No conflicts of interest were noted in relation to the Agenda.

### 4. APPROVAL OF MINUTES OF 23 MAY 2015

It was unanimously agreed that the minutes of 23 May 2015 were a true record.

### 5. MATTERS ARISING FROM MINUTES OF MEETING OF 23 MAY 2015 AND NOT ON THE AGENDA

- a) Battleback – Michael Mather has contacted David Roney from Battleback who has confirmed that at this stage they do not intend to create a constituted club but have some members who wish to compete at the Scottish Disability Championships. Michael Mather has informed them that to compete at the Championships they are required to be members of the SAA and will have further discussions with David Roney around this. (*Action Michael Mather*)
- b) Anti-Doping- Martin Symonds confirmed that he is happy to input to the Academy, and he agreed to liaise with Claudine Jennings. (*Action Martin Symonds*)
- c) Action Plan – Michael Mather confirmed that this has not been updated and will be carried forward to the next meeting. (*Action Michael Mather*)
- d) Website – Victoria Barby confirmed that she is still working on the paperwork with the website provider. (*Action Victoria Barby*)
- e) Ayr Archery Club – Michael Mather reported that he has spoken to Muriel Kirkwood regarding ArcheryGB Communication and she will contact ArcheryGB to see what progress is being made to make communication accessible and it was agreed that an update would be provided in August.
- f) Review of the Chair – Michael Mather has a template which he will circulate around the Board over the next couple of week to review the Chair's performance. It was noted that this will be a precursor to a Board review. (*Action Michael Mather*)
- g) Talent Coach Programme – Claudine Jennings is currently working on the budget and will circulate. She noted that the programme will be cut back and this has been done in conjunction with ArcheryGB. (*Action Claudine Jennings*)
- h) Investment of Spare Funds – Vincent Bryson confirmed that he had provided Ann Ward with the bank details which Scottish Hockey uses.
- i) Field Archery – Jacqui Dunlop confirmed she has contacted the organisers of the Field Championships who was aware of the insurance issues.
- j) Hall of Fame – Michael Mather had circulated a note (copy on file), on the proposed Scottish Archery Hall of Fame. It was agreed that the length of time for membership

should be increased from 10 years to 15 years. Michael Mather agreed to send the updated information to Victoria Barby for communication with the membership.  
(Action Michael Mather)

- k) Membership – Martin Symonds had a discussion with ArcheryGB new membership system with Peter Dickson and it was agreed that it would be better for a face to face meeting. It was agreed that Martin Symonds should invite him to the August Board meeting. (Action Martin Symonds)
- l) Napier University Archery Club- Michael Mather had contacted them and offered them £500 grant and the use of some of the Kilmarnock bosses which they accepted. They have asked if the bosses can be stored at Kilmarnock until September and Claudine Jennings confirmed that this would be fine.
- m) World Student Games – funding for three athletes totaling £999 had been agreed and it was agreed that they should provide a report on their return from the University Games.  
(Action Claudine Jennings)

## 6. FINANCE UPDATE

Ann Ward agreed to circulate the trial balance. (Action Ann Ward)

Ann Ward confirmed that income from affiliations is up to £28,000 and sportscotland have deposited the investment of £62,000 so the account is healthy. The Euronations expenditure has still to come off the accounts. There is currently £120,000 in the account and Ann Ward agreed to provide the Directors with a summary of their expenditure for the year. (Action Ann Ward)

Michael Mather asked that Directors work out their budgets for 1 October 2015 to 30 September 2016 in order that next year's budgets can be worked out. (Action All)

Ann Ward reported that she is still trying to find an account to deposit some of the reserves into but will keep trying to find an account. (Action Ann Ward)

## 7. EXECUTIVE DEVELOPMENT OFFICER

Michael Mather expressed thanks to those who had been involved in the recruitment process. There had been 23 applications which had been short-listed to 4 interviews. The Executive Development Officer has been appointed, signed a contract, and will start with Scottish Archery on 10 August 2015.

sportscotland will provide the pay-roll for the employee, and a standing order will be required to be set up from Scottish Archery to sportscotland. Michael Mather has also been in touch with the Scottish Sports Association who will provide the pension scheme, although the staging date for Scottish Archery is not until 2017.

When the Executive Development Officer starts in post he will provide a photograph and

resume which can put onto the website. He will also be contacting each of the Directors for their views on where the SAA is strategically.

#### 8. CLAIMING SCOTTISH RECORDS

Victoria Barby reported that part of the new website design will incorporate the capability to for online claiming of Scottish Records. This will speed up the process and also help with social media publicity. The website will generate a form which will go to the Records officer along with an online version of the results. It was agreed that there should be an online process for claiming records and Victoria Barby agreed to liaise with the Records officer. (*Action Victoria Barby*)

Peter Lennon suggested that this should also be expanded to include on-line claims for Thistles.

#### 9. SCOTTISH ARCHERY PROMOTION AT COMPETITIONS

Victoria Barby noted that Scottish Archery now has publicity banners and agreed to put together a Guide for organisers on the best way to generate publicity at competitions. This will include how to write press releases, use of photographs, social media, live tweeting etc. The Board agreed the production of a Guide and Victoria Barby agreed to begin work on producing it. (*Action Victoria Barby*)

Victoria Barby confirmed that some Scottish Archery merchandise had been sold at the Euronations and that a plan would be sorted on how to ensure that it was available at competitions etc around the Country. It was agreed that the Directors would try to keep a small supply which they could sell.

#### 10. RISK MANAGEMENT

Vincent Bryson reported that sportscotland suggest that Risk Management is a standing agenda item. It was agreed that at the August Board meeting he will lead a discussion on Risk Management and will be sending out a risk management templates to the Board ahead of this. (*Action Vincent Bryson*)

#### 11. DISABLED CRITERIA FOR AGB/SA EVENTS (NON-WRS)

Alistair Paton confirmed that there is no criteria for ArcheryGB or Scottish Archery so if an Archer put on their form that they have a disability the organiser and judges have to accept this. This is not the case for World Archery events who have very strict criteria. Alistair Paton agreed to discuss this at the Judges seminar in November. Michael Mather noted that he has a meeting arranged with Scottish Disability Sport in August along with the Disability Officer and the new Executive Development Officer and will discuss with them.

Ann Ward asked if the form which has been issued by Glasgow Archers for the Disability Championships mentions agents and it was confirmed that it does not but Alistair Paton confirmed he will remind the judges on the day of this.

Victoria Barby agreed to publicise the Disability Championship on social media noting that there is a visual impairment category this year. It was agreed that any lessons learnt from the outdoor championships would be passed onto the Indoor Championships organiser as this takes place in February.

## 12. REVIEW OF LEADER COURSE INFORMATION AS PER CURRENT SAA WEBSITE

Alistair Paton noted that Leaders Courses ceased on 1 January and are now called Instructor Awards. The website is making reference to Leaders Courses and Alistair Paton agreed to contact Muriel Kirkwood to get this changed to “Instructor Awards” (formerly Leaders Awards) and include to the link to the ArcheryGB website. (*Action Alistair Paton*)

## 13. TIMETABLE FOR AGM

Alistair Paton distributed a proposed timetable for the AGM on 28 November. Alistair Paton agreed to liaise with Muriel Kirkwood to get notification put out on the website on 28 August. (*Action Alistair Paton*)

## 14. OPERATIONS UPDATE

- a) Euronations – Norrie McLean reported that the Euronations had been held successfully with no major issues. He will aim to get the finances finished next week and is still waiting on a large invoice for Edinburgh University to come in before this can be completed. A vote of thanks was expressed to Norrie and Elayne McLean, Penicuik Archers, Edinburgh University Archery Club and all the volunteers who had made the event a success.

It was agreed that the format for future events would be put on the agenda for the August meeting. Norrie McLean confirmed that the Home Nations representatives will be discussing the format at the British Indoor championships.

- b) Disabled Championships – it was suggested that trophies be provided at the Disability Championships as well as medals which are being sponsored by Glasgow Disability Sport. Michael Mather agreed to contact the sponsor to find out if trophies could also be provided, if they were unable to provide them Michael Mather agreed to price trophies for the SAA to provide. (*Action Michael Mather*)
- c) Timing System – Michael Mather agreed to look at storage options until a decision could be made on whether to sell the system. (*Action Michael Mather*)

## 15. EQUALITY UPDATE

- a) Transsexual/Transgender Criteria for Competitions – Alistair Paton confirmed that for a non-record status event and someone claims to be female you accept what they say and do not question. If it is a record status event, either UK or Scottish, and there is someone who has originally been male and now female they are required to provide a gender recognition certificate for the sex they have moved into. Alistair Paton will be discussing this at the judges’ conference where he hopes to have a copy of the

certificate. Peter Lennon noted that there may be reluctance from ArcheryGB to provide such certificates for SAA Record Status shoots.

- b) Equality – Alistair Paton circulated a proposed Equality statement for the website (copy on file) which brought it into line with the Equality Policy. This was approved and Alistair Paton agreed to get it published on the website. (*Action Alistair Paton*)

#### 16. MEMBERS FORUM

- a) Coaching Conference/Workshop – a suggestion had been received to hold a coaching conference/workshop in Scotland. Peter Lennon noted that ArcheryGB run these aimed at Level 2 and above and there are a very small number of Level 2 coaches in Scotland. Peter Lennon agreed to respond directly. (*Action Peter Lennon*)
- b) Junior Rounds – there had been a request for more 60M junior rounds. It was agreed that the Board would remind organisers that if they are running 720 rounds they should accommodate juniors with an equivalent round. Victoria Barby agreed to respond. (*Action Victoria Barby*)

#### 17. AOCB

- a) Complaint – Martin Symonds noted he had received a complaint and is dealing with this.
- b) Volunteer Scotland – Martin Symonds reported that he had met with Ann Ferguson from Volunteer Scotland and has received a report. The SAA are performing very well on the rejection rate for PVG Scheme Records and Scheme Record Updates.
- c) Executive Development Officer – Martin Symonds suggested that he produces a glossy version of a document he has produced for people interested in setting up a new Club and the Executive Development Officer can use these. This was agreed and Martin Symonds agreed to get them printed. (*Action Martin Symonds*)
- d) Junior Scotland Shirts – Claudine Jennings noted that there had been an issue with the sizing of the junior shirts for the recent Championships and she will provide new shirts for those affected. The medals for the National Junior Championships will be awarded at the Scottish Outdoor Championships along with the 2014 Date Bars.
- e) Grants – it was agreed that those receiving grants/funding from the SAA will be reminded that they should be giving feedback to the SAA by way of a report.
- f) AGM - Three Directors have intimated that they will be standing down at the AGM. It was agreed that consideration be given to people who may wish to join the Board and have the right skills.

## 18. FUTURE MEETINGS

The meetings for 2015 were agreed as:

- 30 August – Face to Face (East)
- 12 October – Skype 1830
- 14 November – Face to Face (West)
- 28 November – AGM Dewars Centre, Perth

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
SATURDAY, 14 NOVEMBER 2015  
AT THE NATIONAL HOCKEY CENTRE, GLAGSOW

Present: Michael Mather, Chair  
Alistair Paton, Director of Governance  
Ann Ward, Finance Director  
Norrie McLean, Director of Operations  
Martin Symonds, Director of Member Services  
Claudine Jennings, Director of Performance  
Vincent Bryson, Independent Director  
Alan Martin, Executive Development Officer  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Victoria Barby and Jennifer Griffin.

2. CONFLICT OF INTEREST

No conflicts of interest were noted in relation to the Agenda.

3. APPROVAL OF MINUTES OF 12 OCTOBER 2015

It was unanimously agreed that the minutes of 12 October 2015 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 12 OCTOBER 2015 AND NOT ON THE AGENDA

- a) Talent Coach – Michael Mather confirmed that he will seek the views of Shelly Phillip and feedback their concerns to ArcheryGB. (*Action Michael Mather*)
- b) Membership – Martin Symonds noted that he is liaising with Muriel Kirkwood who has confirmed that ArcheryGB are still getting the specifications organised. It was agreed that this would be put on the agenda for a future board meeting.
- c) Club Support Fund – this has been launched. A grant of £50 per candidate coach has also been made available for the forthcoming level 1 and level 2 courses. It was suggested that in future the course organiser would be paid the award en-bloc, with the candidates ticking a box on their application form if they were going to be applying for the funding. It was agreed that a decision on where the money would be allocated from, either from the Club Support Fund or separate coaching funding, once the budgets had been agreed. It was noted that it was important that there was a clear audit trail and that the candidates acknowledged the support of the SAA.



- d) Outstanding Complaint – Martin Symonds reported that there will be a case review by ArcheryGB and they will seek the views of Area Chair.
- e) Accounts – Ann Ward confirmed that the Accounts are now ready to be signed off.
- g) Newsletter – It was agreed that consideration on whether another competition should be held to encourage members to sign up to the Newsletter would be carried forward. (*Action Victoria Barby*)
- h) Trusted Providers – Alan Martin and Martin Symonds are working on a list of trusted providers. (*Action Alan Martin/Martin Symonds*)

#### 5. UPDATE FROM EXECUTIVE DEVELOPMENT OFFICER

Alan Martin gave an update on his activity since the last Board meeting.

- Work has been done on the sportscotland investment paper, including an operational plan which ties in with the budgets.
- Meeting held with Scottish Student Sport (SSS). Conversations around how to get more universities affiliating to SAA. It was confirmed that a student member is someone who has a matriculation card for any one institution. All members must be matriculated to one university in Scotland to qualify for the en-bloc student fees. Consideration is being given to a freshers/beginners event and if the student club couldn't accommodate everyone links would be made with a student friendly local club. It was noted that there may be issues with beginners courses. There are also officiating and coaching courses which can be accessed through SSS. Alex Blake is the SSS Archery Chair.

There was a discussion on the conversion rates of L1 into L2 coaches with a barrier being the time commitment and the coaches own shooting time having to be given up. Claudine Jennings also noted that there is an issue with the perceived value of a level 2 coaching certificate.

Alistair Paton suggested that consideration be given to a reduction in membership fees if you were a coach. Alan Martin suggested that it should be an aim to get a qualified coach into every club and that this should be a long term strategy.

- A pilot is being run with East Renfrew Active Schools and Giffnock Archers where Arrows kits will be provided for an Active School class who then link into Giffnock Archers. Alan Martin is looking into purchasing more arrows kits and will be looking into a link with Decathlon.
- Alan Martin attended the sportscotland Club Management course and found parts of this useful and will look at development a club development programme for Scottish Archery to include funding and governance workshops.

- Work is currently being done with Lasswade Archery Club on the cost of the facility and a template from this will be used for other clubs.

#### 6. RISK MANAGEMENT

Vincent Bryson had produced a Risk Register with input from each of the Directors who had identified a risk from their areas. A rating system is applied. Vincent Bryson agreed to finalise the Risk Register and circulate and it was agreed that this would be put on the website and be presented at the AGM. (*Action Vincent Bryson*)

#### 7. FINANCE UPDATE

Ann Ward issued two trial balances, one for the duration of the current board and one for the year to date. The Nationwide account is active and it was agreed that £35,000 would be transferred into it.

Michael Mather noted that at the end of March the unused element of the Executive Development Officer funding gets returned to sportscotland and then is returned to the SAA.

#### 8. AGM

Alistair Paton reported that the paperwork has been issued. Andrew Duff and Alan Martin will act as tellers and Alistair Paton will get the membership number from Kathleen Male but it is likely to be in the region of 127 people required to be quorate, including proxy votes.

Jacqui Dunlop agreed to prepare the paperwork for the AGM. (*Action Jacqui Dunlop*)

It was agreed that at the AGM there should be a formal opportunity for members to ask questions as currently this only happened if time permitted. It was agreed Jacqui Dunlop would produce a "Suggestions Box" for questions at the AGM. (*Action Jacqui Dunlop*)

It was also agreed social media would be used to ask members for suggestions and then some questions could be discussed on the day. Alan Martin agreed to liaise with Victoria Barby on this. (*Action Alan Martin*)

#### 9. ANNUAL AWARDS AT AGM

The selection panel have met and agreed the winners of the Annual Awards and Hall of Fame Inductees for the AGM. There was a discussion on some issues around the process and these will be addressed for future years.

## 10. PARA SQUAD

Claudine Jennings explained that there was funding up to March 2016 for the Para Squad at Edinburgh University. This covered four athletes. One of the athletes has now been funded by ArcheryGB as Podium Potential although they are still accessing the Edinburgh facility.

The Tokyo cycle for funding is in its early stages and UK Sport have noted that national governing bodies are expected to work with Home Nation Governing bodies on this. It was agreed that Michael Mather would contact ArcheryGB regarding how the views of the SAA would be sought as part of this process. (*Action Michael Mather*)

Claudine Jennings noted that she was not aware of any other para athletes who could be invited onto the squad. Claudine Jennings agreed to get feedback from the current para-archers on the programme. (*Action Claudine Jennings*)

Michael Mather and Alan Martin will be meeting with Scottish Disability Sport to discuss para-archery and it was agreed that it would be put on the Agenda for discussion at the Board meeting following the AGM.

It was agreed in principle that the para-archery squad programme would be extended at Edinburgh University until March 2017 at a cost of £7,500.

## 11. ARCHERY IN SCHOOLS

Alan Martin gave a presentation on Archery in Schools (copy on file). The pilot will run with Renfrew Active Schools and Giffnock Archers using the Arrows Kit and there will be certificates and Awards for levels completed. Teachers will be trained, along with young leaders and it is hoped that the sessions will start in April 2016. Alan Martin agreed to do a presentation to the AGM. (*Action Alan Martin*)

It was noted that the SAA will buy the kit for the programme. There was a discussion on the possibility of having a school membership as they would only be using plastic arrows, and it was thought that this is something which ArcheryGB are also looking into. It was noted that the club would not require insurance as this is done through Active Schools. Michael Mather agreed to check with Jennifer Griffith if this would be fine from a sportscotland point of view. (*Action Michael Mather*)

Alistair Paton agreed to pass on the current Arrows Kit to Alan Martin. (*Action Alistair Paton*)

## 12. CENTRE OF EXCELLENCE

Michael Mather reported that the specification for a field course has been passed onto the bidder and Michael Mather and Alan Martin will attend the next meeting on behalf of the SAA and will conduct a site visit on 4 December.

13. SUBMISSION OF INVESTMENT APPLICATION TO SPORTSCOTLAND FOR APRIL 2016-MARCH 2017

Michael Mather and Alan Martin had completed the forms to be submitted to sportscotland. The form were discussed and agreed and Michael Mather agreed to submit to sportscotland. (*Action Michael Mather*)

14. AWARDING OF MEDALS TO JUNIORS

Keith Lobban from Shetland Archers had suggested that to encourage juniors that medals should be awarded in all categories no matter how many archers were entered in the competition. It was agreed that to encourage juniors that there would be gold, silver and bronze awarded in every junior (U18) category from 2016 in Scottish Championships. Norrie McLean agreed to disseminate this information to the Tournament Organisers and write to Keith Lobban. (*Action Norrie McLean*)

15. EQUALITY UPDATE

Alistair Paton reported that the LGBT Charter had been discussed at the Judges Seminar. It was agreed that the SAA would adopt the AGB Gender Re-assignment policy and that this would be linked to the SAA website and a statement would be put in the members' page of the SAA website.

16. PVG UPDATE

Martin Symonds noted that the SAA had passed the Minimum Operating Requirements for Children First for its Child Protection Policy. One item which was required to be done was the sign posting the junior squad members and parents to the Child Protection policies and Martin Symonds reported he was liaising with Claudine Jennings on this. (*Action Martin Symonds*)

Information has been sent to Clubs regarding PVG and Club Disclosures have started to be returned to Martin Symonds.

17. MEMBERS' FORUM

No items had been received from the Membership.

18. DIRECTORS REPORTS

Directors Reports were taken as read and any outstanding reports were agreed to be submitted.

19. OPERATIONAL BUDGETS

Budgets had been submitted and these were discussed. Michael Mather noted that there was an overspend of approximately £9,000 and there was a discussion on the budgets and it

was agreed that Michael Mather would incorporate the changes and re-circulate. (*Action Michael Mather*)

20. AOCB

- a) British Indoors – Claudine Jennings proposed that the contribution by the SAA for the junior archers be increased due to the competition being held in Coventry and this was agreed.
- b) Academy Workbook – Claudine Jennings agreed to contact Australia Archery and ask if they were happy that their information was used. (*Action Claudine Jennings*)

There was a discussion on the coaches for the Academy with Claudine Jennings noting that she would be happy to contact Coaches if she could identify them. It was noted that there is no list of coaches in Scotland. It was agreed that if a list of coaches was produced for archers to contact then this was a short term solution, as the aim would be to have more coaches in clubs. However, it was noted that it would be a five year plus project to get the coaching structure better aligned.

- c) Directors – thanks were expressed to Ann Ward, Alistair Paton and Norrie McLean for their time on the Board as they were standing down at the AGM.

Date of next Meeting – 28 November, 10.15 at the Dewars Centre, Perth – AGM

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD BY SKYPE  
ON  
MONDAY, 16 FEBRUARY 2015

Present: Michael Mather, Chair  
Alistair Paton, Director of Governance  
Norrie McLean, Director of Operations  
Ann Ward, Director of Finance  
Martin Symonds, Director of Member Services  
Claudine Jennings, Director of Performance  
Peter Lennon, Co-opted Director of Coaching  
Jennifer Griffin, Partnership Manager, sportscotland  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting, especially Peter Lennon the new co-opted Director of Coaching and Jennifer Griffin Scottish Archery's new Partnership Manager. Apologies were intimated on behalf of Victoria Barby.

2. CONFLICTS OF INTEREST

No conflicts of interest were noted.

3. APPROVAL OF MINUTE OF MEETING OF 5 JANUARY 2015

It was unanimously agreed that the minutes of the meeting held 5 January 2015 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 5 JANUARY 2015 BUT NOT ON THE AGENDA

- a) Criteria for Youth Commonwealth Games – Claudine Jennings confirmed that this is now on the website.
- b) Affiliated Clubs – Martin Symonds updated the Board on the clubs which have not yet affiliated to the SAA and he is chasing up those who have yet to affiliate. Currently the membership numbers are approximately 100 down, but there are still two university clubs to affiliate.
- c) New Directors Pack – Martin Symonds confirmed that this has been produced and a copy sent to Peter Lennon. Peter Lennon confirmed that he had also submitted his photograph and biography for the website.

- d) KPMG Audit – Michael Mather confirmed he had incorporated the KPMG Audit actions into the overall plan. Michael Mather agreed to send a copy of the Plan to Jennifer Griffin, noting that it is still in draft form. (*Action Michael Mather*)
- e) Scottish Para Squad – Claudine Jennings confirmed that she has spoken with Edinburgh University and has now received an itemised bill for the total amount of £7,500. It was agreed that this would be paid as a lump sum.
- f) Institute of Sport for Para Athletes – Claudine Jennings noted that the athletes are required to get through the selection shoot in April in order to be eligible. Michael Mather noted that due to the reduction in performance funding, Scottish Archery no longer has a Performance partnership manager. Jennifer Griffin confirmed that is happy to act on behalf of Scottish Archery on performance matters.
- g) ArcheryGB – Alistair Paton confirmed that he had discussed with Sarah Symington that the Scottish Para Archers were being discriminated against however there is an agreement with UKSport that the squad will be based at Lilleshall and that athletes have to live within commuting distance and this cannot be changed. She had also noted that Mark Ritchie [sportsotland] had been part of the selection committee which had agreed this. It was agreed that this would be revisited once Scottish Archery had its performance centre set up. Michael Mather had also contacted Dave Sherratt regarding the discrimination issue and also about the apparent ‘anglification’ of ArcheryGB. His response did not answer most of the questions and Michael Mather agreed to keep pushing that ArcheryGB is a UK body.
- h) Battleback – Michael Mather had tried to make contact with David Rhoney from Battleback and had not had a response, so will now contact the Chief Executive of Scottish Disability Sport. Michael Mather agreed to keep Martin Symonds in the loop on this and it was agreed that it would be kept on the agenda.
- i) Funding – Claudine Jennings confirmed that she had notified Fraser Chape’s parents regarding the funding and it was agreed that he should provide photographs for the website. Currently he is not eligible for the Winning Students funding but he may be next year if he medals at the European Championships.
- j) Coaching Workshop – Martin Symonds is currently working on the East of Scotland Coaching Workshop. He will see how successful Eastern Workshop is with a view to running one possibly in the Northern area.
- k) Anti-Doping – Claudine Jennings confirmed that she had circulated a copy of the new Anti-Doping Code to athletes and parents and will get it on the website. Alistair Paton confirmed that he has an Anti-Doping Policy for the website once it has been approved.

## 5. ACTION PLANS FOR 2015

Michael Mather confirmed that he had circulated the draft Plan. Directors agreed to look at the Plan and notify any changes to Michael Mather with a view to it becoming a live Plan on 28 February 2015.

6. UPDATE ON SPORTSCOTLAND INVESTMENT

There was a discussion with sportscotland on the investment with the indication that there should be significant investment coming to Scottish Archery and an update will be provided in due course.

7. ROLE PROFILE FOR NEW PAID POST – FUNDED BY SPORTSCOTLAND

The Board of Scottish Archery are looking at the possibility of a new paid post around development and growth.

8. UPDATE ON INTERVIEWS FOR INDEPENDENT DIRECTOR

Martin Symonds reported that he, Victoria Barby, Jennifer Griffin and Kim Atkinson had interviewed the three candidates. Following the interview it was agreed that Vincent Bryson be invited onto the Board of Scottish Archery with immediate effect. Alistair Paton agreed to contact him and also let the other candidates know the outcome.

9. COMMONWEALTH YOUTH GAMES UPDATE

Claudine Jennings has been nominated as the Staff Member for the Archery Team for Samoa. The selection documentation is on the website and there will be a selection shoot on 11 April with the selection period going up to 17 May. The selection shoot is compulsory for all those who wish to be selected. There will be two spaces, one male, and one female so that there is a mixed team and there may be reserve places depending on the numbers from the other sports. The first staff meeting is in mid March. It was agreed that the formal selection would be done at the Board meeting on 23 May. Claudine Jennings confirmed that a letter had been sent to the parents of the academy archers detailing the new Anti-Doping rules.

10. RISK MANGEMENT REQUIREMENTS

Michael Mather noted that one of the actions from the KPMG Audit was to produce a Risk Management Policy. Kim Atkinson from the SSA has provided a template for the SAA to use to produce their risk management policy.

11. REVIEW OF MEMBERSHIP NUMBERS AND CLUB AFFILIATIONS

Martin Symonds noted he has met with someone who is interested in setting up a club in Peebles and another two new clubs have affiliated. Martin Symonds will be looking at ways in which grants can be offered for new clubs to help with start-up costs. Martin Symonds has been in touch with both the Edinburgh and Irvine Clubs recently.

12. EURONATIONS AND OTHER 2015 COMPETITIONS

- a) Euronations - Norrie McLean confirmed that the Peffermill is booked for the Euronations and Edinburgh University Archery Club have agreed to be the field party and organise



- transportation for the teams. There has been no response from ArcheryGB on awards for the Commonwealth Competition. The banquet is booked at Prestonfield Golf Club and Norrie McLean will soon be able to get the information out to teams. Victoria Barby is working on the sponsorship side of the event and had met with Edinburgh Council to see what support they could offer.
- b) Championships - On discussions with Competitions Committee Norrie McLean reported that the competitions committee had concerns that the previously agreed £200 per day for clubs organising Scottish Championships was too much but proposed that the award should be £100 per day to be paid to clubs organising Scottish Championships. The payment of £100 per day be paid to Clubs organising Championships, and that any remaining profit is split 50% to the club and 50% to Scottish Archery, this was unanimously agreed. Norrie McLean agreed to put a notice on the website confirming this. (*Action Norrie McLean*)
  - c) Junior, U21 and Novice Championships – Norrie McLean confirmed that there is an advert on the website asking for an organiser for this event, with the closing date of 7 March. It was agreed that an outdoor disability championships would be incorporated into the Junior, U21 and Novice Championships.
  - d) Scottish Archery Medals – Norrie McLean confirmed that there is an advert asking for designs for a new Scottish Archery Medals. He noted that it is likely that this will raise the cost of the medals by £1 and Norrie McLean agreed to discuss this with organisers. (*Action Norrie McLean*)
  - e) AGM – it had been suggested by Alan Wood that an event be held in conjunction with the AGM and this was agreed for a proposal to be submitted for the 2016 AGM. Norrie McLean agreed to discuss this with the Competitions Committee. (*Action Norrie McLean*)

#### 15. ANTI-DOPING

The Anti-Doping Policy was approved and this will go on the website. Claudine Jennings confirmed that all athletes had been notified of the changes and Peter Lennon agreed to disseminate this information to coaches. (*Action Peter Lennon*)

There was concern about the anti-doping message in schools and it was agreed that Martin Symonds would speak to Kim Atkinson regarding this so she could raise it with MSPs and Jennifer Griffin agreed to raise in sportscotland but agreed that Scottish Archery had done all that it could. (*Action Martin Symonds/Jennifer Griffin*)

#### 16. NEW POLICIES/PROCEDURES

It was agreed that the Ethics Policy would be reviewed and submitted to the next Board meeting for approval.

Alistair Paton had submitted the Standing Orders and Guidelines for Board Directors. It was agreed that finance would be added to the Standing Orders and these were approved and would be put on the website. *(Action Alistair Paton/Jacqui Dunlop)*

Martin Symonds noted that the Security Information and the Conflict of Interest Policy both require to be updated and he agreed to look at these. *(Action Martin Symonds)*

#### 17. COACHING UPDATE

Peter Lennon confirmed that he and Michael Mather had met with Ruari Davidson from sportscotland. Peter Lennon confirmed that the number of registered coaches has risen from 33 up to 57. There are two Level 1 courses being assessed this week which will mean a further 19 level 1 coaches will be registered with ArcheryGB. It is hoped that there will be a level 1 and two level 2 courses running in Scotland in the late summer into the autumn. The focus on level 2 is due to there being a dearth of level 2 courses over the last few years due to problems with the course. Sportscotland have indicated that there will be funding for coaches with a greater percentage of the costs for level 2 compared to level 1 and it was agreed that Scottish Archery would consider what funding they could offer to try and reduce the costs for those wishing to gain a coaching qualification.

Michael Mather noted that the aim over the next five years is to have 96 people in Scotland having a coaching qualification. It was agreed that Michael Mather and Jennifer Griffin would discuss these figures. *(Action Michael Mather/Jennifer Griffin)*

#### 18. EQUALITY UPDATE

Michael Mather confirmed that the Board survey had been completed and Alistair Paton will be meeting with Plan4Sport on 25 February to finish off on the submission for Foundation Level which has to be submitted by the end of March.

#### 19. DIRECTORS' REPORTS

It was agreed that these will move to two monthly reports with the next due up to the end of February.

#### 20. AOCB

- a) New Directors – It was noted that Vincent Bryson will be co-opted onto the Board and this will be ratified at the AGM and he will not be a Director until that point. Martin Symonds agreed to provide an SAA email address for him. *(Action Martin Symonds)*
- b) Funding for Courses – it was agreed that a course with direct positive impact on Scottish Archery's disability policies and procedures which was attended by Shelley Phillip would be funded and it was agreed that Michael Mather and Peter Lennon would work over the coming months to formalise items for coaching where it was believed funding would be available and what would be required in order to be eligible for the support. *(Action Michael Mather/Peter Lennon)*

- c) Women in Sport Leadership Academy – The Board of Scottish Archery are delighted that two Directors have been accepted for the Women in Sport Leadership Academy.

## 21. FUTURE MEETINGS

The meetings for 2015 were agreed as:

- 16 March – 1830 - Caledonia House, Edinburgh
- 23 May – Face to Face (West)
- 13 July – Skype 1830
- 30 August – Face to Face (East)
- 12 October – Skype 1830
- 14 November – Face to Face (West)
- 28 November – AGM Dewars Centre, Perth

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 16 MARCH 2015  
AT CALEDONIA HOUSE, EDINBURGH

Present: Michael Mather, Chair  
Alistair Paton, Director of Governance  
Norrie McLean, Director of Operations  
Martin Symonds, Director of Member Services  
Claudine Jennings, Director of Performance  
Victoria Barby, Director of Communication  
Peter Lennon, Co-opted Director of Coaching  
Vincent Bryson, Co-opted Director without Portfolio  
Jennifer Griffin, Partnership Manager, sportscotland  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting, especially to Vincent Bryson and introductions were made. Apologies were intimated on behalf of Ann Ward.

2. CONFLICTS OF INTEREST

Conflicts of interest were noted by Michael Mather (Battleback) and Martin Symonds (East of Scotland Coaching Day).

3. APPROVAL OF MINUTE OF MEETING OF 16 FEBRUARY 2015

Following one change, it was agreed that the minutes of the meeting held 16 February 2015 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 16 FEBRUARY 2015 BUT NOT ON THE AGENDA

- a) ArcheryGB – it was noted that that Sarah Symington has left ArcheryGB and her position has been advertised.
- b) KPMG Audit – the actions have been incorporated into the Q1-Q2 Development Plan and Michael Mather agreed to circulate the plan by the end of the week. (*Action Michael Mather*)
- c) ArcheryGB – Michael Mather had distributed correspondence with ArcheryGB and is seeking clarification on some of the points raised in the response from ArcheryGB. It was noted that there is no suggestion that Scottish Archery will break away from ArcheryGB.

- d) BattleBack – Michael Mather had discussions with David Rhoney from Battleback and they are looking at establishing a Battleback Club in Edinburgh.
- e) sportscotland – Jennifer Griffin confirmed that the Panel Meeting will take place on Wednesday, 18 March.
- f) Independent Director – Interviews for the position of Independent Director had taken place and Vincent Bryson had been appointed.
- g) Anti-Doping – Peter Lennon confirmed that he had distributed the new anti-doping rules to the Scottish Archery coaches. Jennifer Griffin confirmed that she had spoken to Calum Wood at sportscotland who confirmed that Scottish Archery were not responsible for “education” in schools, but rather that Scottish Archery should identify where its own level of risk on the Archery Pathways was and take steps to mitigate it. Claudine Jennings confirmed that she had notified the squad, team, academy and academy parents regarding the new rules as well as the information being available on the website and via social media.
 

Peter Lennon felt that “education” meant more than just handing out the leaflets and it was agreed that Alistair Paton would contact UKAD to confirm with them what Scottish Archery have done with regard to the new rules. *(Action Alistair Paton)*
- h) Championships – Norrie McLean confirmed that he had notified all those who were organising Championships of the new payment system.
- i) Policies – Alistair Paton agreed to circulate the Security Information, Ethics and Conflict of Interest policies around the Governance Sub-Committee. *(Action Alistair Paton)*
- k) Child Protection Policies – Martin Symonds agreed to circulate the Child Protection Policies and Child Protection Statement around the Child Protection sub-group. *(Action Martin Symonds)*
- l) Coach Figures – Peter Lennon confirmed there are 80 coaches, with both Level 1 and Level 2 courses being advertised. Jennifer Griffin confirmed that the estimate had been 75 by 2017 and 96 in five years’ time.
- m) Director – Vincent Bryson confirmed that he had received the new Director pack from Martin Symonds.
- n) Coaching – Peter Lennon confirmed that he is looking at a template for funding for coaching courses provided by Rhuari Davidson from sportscotland. It was agreed that Scottish Archery would consider funding a proportion of the shortfall or travel and subsistence costs which sportscotland do not fund. The focus for sportscotland is for Level 2 and above with higher subsidies available for these courses.

Peter Lennon noted that at the recent Shetland course they were supported by zero percent coaching foundation and agreed to investigate this possible source of funding. *(Action Peter Lennon)*

#### 5. FINANCIAL UPDATE

It was agreed that a financial update would be available for the next Board meeting. *(Action Ann Ward)*

#### 6. MEMBERSHIP AND CLUB NUMBERS UPDATE

Martin Symonds reported that according to ArcheryGB figures there are 2,186 Scottish members, as at 1 March, although the numbers for Scottish Archery are slightly lower. It was noted that although the numbers are slightly below where we want to be the Board were confident growth can be achieved with assistance.

#### 7. ROLE PROFILE FOR POTENTIAL PAID POST

Michael Mather circulated a draft role profile (copy on file). It was agreed that if funding is available it would be a two year fixed term with potential of an extension depending on funding. Jennifer Griffin explained that it would then be built into Scottish Archery's four year planning cycle. Jennifer Griffin confirmed that there are hot desk facilities available at Caledonia House, and other sportscotland offices and this can be discussed at interview stage. The position will be advertised at circa £30,000 and the actual employment cost will be £40,000 per annum once pension, National Insurance and Tax are taken into consideration.

Michael Mather agreed to update the role profile and circulate it around the Board for final approval. It was agreed that it would be advertised when the investment letter was received from sportscotland confirming appropriate funding in place. Jennifer Griffin confirmed that all governing bodies would be receiving letters at the same time.

#### 8. OPERATIONS UPDATE

- a) U21, Junior, Novice and Disabled Championships – Norrie McLean confirmed that Glasgow Archers have been awarded the U21, Junior, Novice and Disabled Championships which will take place on 23 August at Craigholme. It was disappointing to note that no new clubs have come forward to run championships and consideration will need to be given on how Scottish Archery encourages new clubs to run championship, starting with running smaller events.
- b) Medals for National Championships – Norrie McLean reported that there were five applications with 9 entries for the new Scottish Archery Championships Medals. The winner was agreed as Muriel Kirkwood and this will be displayed on the website. There will be an increase cost in providing the medals to Championships organisers but this was anticipated. For the Euronations Norrie McLean is considering a "Euronations" ribbon for the medals.

Norrie McLean will contact those who submitted entries but were not successful and will ensure that Muriel Kirkwood receives her prize. (*Action Norrie McLean*)

c) Euronations – Norrie McLean is working on the costings for the Event and Jacqui Dunlop agreed to assist him. It is hoped that the official invitations will be issued in the next ten days. The president of ArcheryGB has confirmed that he will be at the event as Gentleman Patron for the competition on Saturday, 4 July 2015.

d) Thistles – a new 900 Award has been ordered

#### 9. 2015 ACTION PLAN

Michael Mather is currently working on this and will extend it further out to 2016 in order that the KPMG actions can be included. It will be circulated to the Board members and then it will be included on the Agenda for each Board meeting as a standing item. (*Action Michael Mather*)

#### 10. WEBSITE TENDER

Victoria Barby reported that there had been a good response to the invitation to tender for the website. Muriel Kirkwood and Victoria Barby have gone through all the tenders and a short list of three has been produced, two which are being progressed and one which requires further work before it can progress. It was agreed that a budget of £6,500 for 2015/2016 would be allocated.

Victoria Barby explained that there could be two phases for the website, the first for the actual website which is hoped to be completed by August 2015 and then the second phase may be to link into the new ArcheryGB membership database.

#### 11. MEDIA OPEN DAY

Victoria Barby issued a report (copy on file). The aim would be to build better contacts with Journalists. Michael Mather agreed to provide Victoria Barby with details of a photographer. (*Action Michael Mather*)

Victoria Barby agreed to confirm that the correct insurance would be in place. (*Action Victoria Barby*)

A potential date of 2 June was agreed and a budget of £700.

It was agreed that Scottish Archery pull-up banners would be purchased and a budget of £300 was allocated to general promotional material. Victoria Barby agreed to investigate the purchase of the Banners. (*Action Victoria Barby*)

#### 12. EQUALITY

Alistair Paton reported that all documents have been submitted to Louise Tideswell from Plan4Sport and she will present it to the Equality Assessor. Alistair Paton was confident by

the end of April Scottish Archery will have achieved Foundation level of the Equality Standard.

It was agreed that when this was confirmed Victoria Barby would send out various communication to cover the Equality Standard, Funding from sportscotland and the potential paid employee.

### 13. MEMBERS' FORUM

- a) Irvine Tox – It had been reported that Martin Symonds had contacted Irvine Tox, however the email which had been sent failed. Martin Symonds confirmed that he had re-contacted Irvine Tox.
- b) Ayr Archery Club – Ayr Archery Club have a concern regarding accessibility for ArcheryGB's Magazine for visually impaired members and have raised this with ArcheryGB but have not had a satisfactory response. Jacqui Dunlop agreed to contact Ayr Archery Club for the response. (*Action Jacqui Dunlop*)

It was agreed that when ArcheryGB's response was known that Michael Mather would write to ArcheryGB and raise on Ayr Archery Club's behalf. (*Action Michael Mather*)

Victoria Barby confirmed that the Scottish Archery's current website is visually impaired compliant and this was also included in the tender document for the new site design. Victoria Barby agreed to check if the E-Newsletter was compliant. (*Action Victoria Barby*)

Post Meeting Note : VB confirmed that the mailchimp newsletters are compatible with "JAWS" which is the software that a visually impaired recipient would use to read the newsletter.

### 14. DIRECTORS' REPORTS

Directors' Reports were submitted and taken as read. Questions which arose:

- a) MailChimp – Victoria Barby confirmed that there were 26 new signups following the recent Easter Egg competition, taking the total over 300. There is also a 53% open rate.
- b) Coaching – Alistair Paton was concerned that Coaches were not integrated into clubs. Peter Lennon noted that across there is no provision for coaches to be managed within clubs but he is trying to encourage coaches. There is an issue with people not understanding the levels of coaches. There are more level 1 coaches in Scotland than any other coaching level, however this is a comparatively basic coaching qualification. Historically coaches within Scottish Archery have not been respected and Peter Lennon is working to build up respect for coaches and working on coaching CPD.

Alistair Paton asked if it would be possible to engage with the Western Area to create a system of coaching days in the West to access CPD which would be funded by the Western Area. Peter Lennon noted that there will be a bridging Day between L1 an L2



taking place shortly at Clyde Archers and it may be possible to run a Western Coaching Day similar to what is being run in the East. Martin Symonds noted that there are Western Area coaches attended the Eastern Coaching Day.

Peter Lennon explained that currently there is no coaching entity. Peter Lennon and Claudine Jennings agreed to liaise on what was required for the Academy and Squads.

It was agreed that coaching currently is not where Scottish Archery would like it to be, however thanks were expressed to Peter Lennon for the amount of work he has done and a future Board meeting would look at coaching.

- c) Commonwealth Youth Games – Claudine Jennings reported that she had attended the first staff meeting. Commonwealth Games Scotland will provide the leisure kit but governing bodies have to provide the competition kit. The selection shoot will take place on 11 April at Kilmarnock.
- d) SportsAid Grants – Claudine Jennings reported that the undernoted had been awarded SportsAid grants of £1,000 each:

Gareth Fleming  
Struan Caughey  
Nathan McQueen  
Brad Stewart  
Fraser Chape

- e) Storage of Kit – Claudine Jennings noted that the last booking at Kilmarnock is 11 April and she plans not to use it for a training venue beyond then. Therefore the kit which is currently stored there, 10 bosses and the Damage timing system, will have to be removed.

Alistair Paton confirmed that he would be prepared to store the Damage System.

It was agreed that at the next meeting it would be agreed whether to find a new storage facility for the bosses or sell them. Claudine Jennings noted that it would be her preference to store it in a facility or with a club where the squads/academy could access it. Claudine Jennings also agreed to look into a container. (*Action Claudine Jennings*)

- f) Scottish Archery Branded Kit – Victoria Barby noted that a range of Scottish Archery branded kit will be available to be purchased from PSL.

Other branded merchandise is also being considered such as mugs, pads, pens and these will be available to sell. Jacqui Dunlop agreed to take orders and distribute the merchandise.

- g) East of Scotland Coaching Day – Martin Symonds submitted a budget for the East of Scotland Coaching Day. It was agreed that Scottish Archery would cover any financial loss up to a maximum of £100.

- h) Independent Director – Jennifer Griffin noted that should a Independent Director join an Archery Club and take up Archery this would mean that they would no longer be independent. They could still remain on the Board, however an “independent” director would be required to be recruited.
- i) sportscotland Panel Meeting – Jennifer Griffin confirmed that the Panel meeting to discuss investment in governing bodies takes place on 18 March.
- j) AGM - Alistair Paton and Norrie McLean have indicated that they will be standing down at the 2015 AGM. Therefore new Directors of Governance and Operation will be required. It was noted that this will aid succession planning.
- k) Expenses – All Directors were reminded to submit expenses.
- l) Reserves Policy – Ann Ward had submitted a draft Reserve Policy and it was agreed that Directors would feedback any comments. (*Action All*)
- m) ArcheryGB – Michael Mather agreed to circulate any response to his letter from Archery GB. It was suggested that it would be a good idea to invited Dave Sherratt and Dave Harrison to a Scottish Archery Board meeting.
- n) Family Membership – Alistair Paton will be looking at the definition of what is a family membership.
- o) Skills Matrix – Peter Lennon and Vincent Bryson agreed to complete a Skills Matrix. (*Action Peter Lennon/Vincent Bryson*)
- p) Review of Chair – a review of the Chair is to take place, as part of the KPMG recommendations. Jennifer Griffin agreed to collate the responses.
- q) Collaborative Pension Scheme – Scottish Archery have agreed to be part of the collaborative pension scheme which is being organised by the SSA. There is a legal requirement for employees to be auto-enrolled into a pension scheme and the SSA have been working to provide a collaborative pension scheme for all governing bodies who require it to reduce costs.

## 21. FUTURE MEETINGS

The meetings for 2015 were agreed as:

- 23 May – 11.00 – Scottish Hockey Centre
- 13 July – Skype 1830
- 30 August – Face to Face (East)
- 12 October – Skype 1830
- 14 November – Face to Face (West)
- 28 November – AGM Dewars Centre, Perth



MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
TUESDAY, 22 DECEMBER 2015  
BY CONFERENCE CALL

Present: Michael Mather, Chair  
Douglas Blyth, Director of Governance  
Steph Clason, Finance Director  
Claudine Jennings, Director of Performance  
Victoria Barby, Director of Communication  
Moira Taylor, Director of Coaching  
Vincent Bryson, Independent Director  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Martin Symonds, Alan Martin and Jennifer Griffin.

Michael Mather noted that this meeting was being held primarily to introduce the three new Directors appointed at the AGM. There will be a face to face meeting on 30 January and it was noted that it was important that as many Directors attended as possible as there will be Board training done by Jennifer Griffin. This was one of the sportscotland investment targets that the SAA failed to achieve last year, so it was important that this was carried out in order that the target can be achieved by the end of the financial year.

2. CONFLICT OF INTEREST

No conflicts of interest were noted in relation to the Agenda.

3. APPROVAL OF MINUTES OF 14 NOVEMBER 2015

It was unanimously agreed that the minutes of 14 November 2015 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 14 NOVEMBER 2015 AND NOT ON THE AGENDA

- a) Talent Coach – Michael Mather reported that he is trying to seek the view of Shelley Philip on the Talent Coach initiative. (*Action Michael Mather*)
- b) Newsletter – Victoria Barby reported that a sign-up sheet for the Newsletter had been available and the AGM and eight people had signed up. Victoria Barby will consider ways to try and get more people to sign up to the newsletter. There are currently 353 signed up and this figure has remained static for a while.
- c) Trusted Providers – Michael Mather reported that Alan Martin and Martin Symonds are working on the Trusted Provider List.

- d) AGM – Michael Mather reported that this had been held successful and it was pleasing that so many members had attended and that there were questions from the members.
- e) Para Squad – Michael Mather confirmed that he had contacted ArcheryGB about UKSport's investment and had received a response from Dave Tillotson, the new Performance Director, who had noted that Ceri Ann Davies will be liaise with the Home Nations and that High Performance Funding is directed at World Class Athletes. As this was not the question which was being asked, rather what engagement is being done with the Home Nations. Michael Mather will respond to Dave Tillotson. (*Action Michael Mather*)

Claudine Jennings confirmed that the informal feedback that she had received from the para-squad had been very good, she will be issuing a formal questionnaire about how the programme has run this year with the aim of having this completed by the end of January. (*Action Claudine Jennings*)

- f) Investment Application with sportscotland – Michael Mather reported that sportscotland's investment panel have met and the feedback received to date has been quite positive.
- g) PVG Update – Michael Mather reported that everything is in place around PVG and it is now up to the clubs to make sure that they are implementing the PVG policies. It was agreed that there would be an update at the March Board meeting on how this had progressed. (*Action Martin Symonds*)

#### 5. INTRODUCTION TO NEW DIRECTORS

Moira Taylor, Douglas Blyth and Steph Cason were welcomed to the Board. Steph Clason and Douglas Blyth confirmed that they are now using the SAA gmail accounts. Moira Taylor has been unsuccessful in accessing the Coaching gmail account and work is ongoing to rectify this. It was agreed that she would continue to use her own personal email address but sign them as Director of Coaching.

Michael Mather noted that the aim of the Board is not to overburden Directors and that Jacqui Dunlop and Alan Martin are available to lighten the load, with Alan's primary role being to support the Board and support in the development and delivery of strategies.

#### 6. UPDATE FROM EXECUTIVE OFFICER

In Alan Martin's absence Michael Mather reported that Alan is continuing to focus on the top ten items already provided with particular emphasis over the last month being on the Archery in Schools and the Centre of Excellence.

#### 7. RISK MANAGAMENT UPDATE

Vincent Bryson distributed the Risk slide which had been presented at the AGM. Vincent Bryson noted that if there were any more sport specific risks then these should be notified to him, along with any changes in terminology. It was agreed that there would be a longer workshop session on Risk at the January meeting. Michael Mather noted the importance to Scottish Archery of the Risk Register as this was an issue highlighted at the last KPMG Audit. The next KPMG Audit will take place in mid 2016 and will mainly be lead by Michael Mather and Alan Martin although contributions and input will be requested from all of the other Directors.

#### 8. BUDGETS FOR CURRENT YEAR

Michael Mather noted that budgets for the current year have been circulated and Directors were asked to review these and circulate any amendments ahead of a fuller discussion at the January Board meeting. It was noted that there is a current projected overspend of £9,000 on the projected income.

#### 9. UPDATE ON ARCHERY IN SCHOOLS

Alan Martin is working on the programme and had initially engaged with Giffnock Archers. He has had a few problems getting them to respond and it was noted that if they no longer wish to be involved another area has agreed to be a pilot and a local club would be approached to help take this initiative forward.

A paper had been circulated on purchasing the Arrows Kit from Decathlon. Moira Taylor noted that the training manual is included in the kit from ArcheryGB and it was confirmed that this can be purchased separately. Michael Mather agreed to bring samples of the Decathlon Arrows Kit to the Board meeting in January ahead of any decision being made.

Michael Mather noted that the focus will be on primary schools with the aim of the sessions being delivered by teachers or high schools pupil. Alan Martin is currently investigating if there can be a formal qualification for the students who deliver the courses. The outcome from this would be a number of new active schools clubs, or junior sections of existing Archery Clubs. It was agreed that for the January meeting that Alan Martin would do a more in-depth presentation to the Board.

#### 10. UPDATE ON CENTRE OF EXCELLENCE

Michael Mather, Stuart Barby, Victoria Barby and Ken Myles visited the proposed Centre of Excellence. It was agreed that it was an exciting opportunity with a lot of potential. There is adequate space for both outdoor archery and field archery as well as indoor 50M range. Usage figures and equipment costs for Archery (both low figures and top of the range figures) have been provided. An access agreement is currently being worked on which will last 25 years, although nothing will be signed until the Board is happy with the document.

Moira Taylor reported that she and Alan Martin had met with Colin McEachran from Scottish Target Shooting to discuss the Access Agreement.

Michael Mather noted that the High Performance element for Scottish Target Shooting was being funded by the Scottish Government with the developer providing the rest of the facilities. Scottish Archery have not been asked for any money, including for targets, which the Developer will be paying for and then Scottish Archery would pay for usage.

#### 11. OUTSTANDING ACTIONS FROM THE AGM

It was agreed that this would be discussed at the January meeting.

#### 12. UPDATE ON ISSUES FROM SPORTSCOTLAND INVESTMENT PANEL

Michael Mather reported that the application had been submitted. The only issues coming out

of this was that the SAA hadn't hit all the targets. The membership growth had been exceeded; the club numbers had not grown from 106 to 114 and still remained at 106. There had also been no full Board Training although Claudine Jennings and Victoria Barby had attended a week long Women in Sport Conference and Vincent Bryson is on the Future Leaders Programme. Overall the relationship with sportscotland is strong and the SAA is seen as a positive organisation.

#### 13. UPDATE FROM CGS

Claudine Jennings reported that she had attended the Commonwealth Games Scotland Half Yearly meeting. There had been a discussion on core sports and what other sports can do to raise their profile. The new Chair, Paul Bush, has employed a marketing company with the aim of raising the profile of the brand of Team Scotland and this will include Archery. There is a three-pronged plan around events, sponsorship and youth athletes. A joined up calendar for all Commonwealth Games sports will be created and the hope that this will raise the profile and also help promote events and sponsors.

Claudine Jennings had also met with Hilda Gibson at the British Indoors and a discussion on how the get Archery into the Games was held. The aim will be to try and get the Euronations to become the European Commonwealth Games Championships. The Junior Euronations will be included in the Talent Festival Week, although Claudine Jennings forcefully noted that the Scottish schools are already back when then is held, and Hilda Gibson had agreed to raise this with ArcheryGB.

#### 14. STUDENT PLACEMENT

A proposal to host an eight week student placement was approved. Vlado Hurban, from Edinburgh University, will be with Scottish Archery for an eight week period. Alan Martin is happy to supervise and Claudine Jennings will also help. The proposal is that he does a study on junior participation and why do more juniors not go down a competitive route.

#### 15. SCOTLAND TEAM KIT

There was a discussion on the Scottish Team kit following the success of the gilets which had been provided for the Euronations. It was agreed that there would be a range of kit of Scotland team members to purchase if they wished, and each member of the team would receive a team t-shirt free. In order that a high standard is maintained there will be guidance notes written around the wearing of the kit. *(Action Victoria Barby)*

There is still quite a large stock of merchandise - umbrellas, notepad and pens and mugs. It was agreed that Jacqui Dunlop would calculate how much stock was left and a discussion on this would be had at the January Board meeting. *(Action Jacqui Dunlop)*

#### 16. COMPETITION BANNERS

In order to raise the profile at events it was agreed that two pull up banners and two horizontal banners would be purchased, with the budget not to exceed £500.

It was noted that there was some resistance from Clubs to put up the banners and it was agreed that Jacqui Dunlop would write to the tournament organisers and advise that that there are SAA banners and pop ups and we would be keen to have these displayed for prize giving at all shoots and to let us know if there are any issues with this approach. *(Action Jacqui Dunlop)*

## 17. EQUALITY UPDATE

Douglas Blyth reported that he is arranging a meeting with Alistair Paton to do a handover on Equality.

## 18. DIRECTORS REPORTS

Michael Mather noted that Directors Reports are produced every second month on what work had been done what future work will be done in the next month. The next set of Reports will be due at the end of January and will be tabled at the January meeting.

## 19. AOCB

- a) Coaching – Moira Taylor noted that 2 April will potentially be the date of the Coaching Conference. There is also the possibility of Scottish Disability Sports providing a session.

Moira Taylor will also be contacting Peter Lennon for a handover of Coaching and hopes to do a coaching audit.

- b) Finances – Steph Clason confirmed that she has access to email and Kashflow and will contact Ann Ward ahead of doing anything on the Kashflow system.
- c) Website – Victoria Barby reported that the website template pages are now built and content will now be added. There has been a Training Day which Muriel Kirkwood and Stuart Barby attended. Directors were asked to send any content to Victoria for inclusion on the website. The aim will be get this completed over Christmas and New Year and a lot of the current content will be migrated to the new system. There will be further opportunities to provide content.
- d) Newsletter – the next newsletter is due to be issued on 31 December. There was a request for any articles from Directors or Club members. Douglas Blyth agreed to write a piece on the judges seminar.
- e) Future Meetings – future meetings were noted as:

Saturday 30<sup>th</sup> January – F2F – National Hockey Centre

Monday 14<sup>th</sup> March – SKYPE

Saturday 7<sup>th</sup> May – F2F – East

Monday 4<sup>th</sup> July – SKYPE

Saturday 27<sup>th</sup> August – F2F – West

Monday 10<sup>th</sup> October – SKYPE

Saturday 12<sup>th</sup> November – F2F – East

Saturday 26<sup>th</sup> November – AGM – Perth

The Board are required to have at least 6 meetings each year and Directors were asked to let Jacqui Dunlop know if they were unable to attend any of the meetings as the meetings had to be quorate.

- f) AGB Communication – Michael Mather reported that he had written to ArcheryGB about the focus on England and although some projects had been funded by Sportengland this is not



mentioned in the Communication which they issued. Michael Mather is proposing that there is a greater liaison between non-English home nations where matters on common concern may be addressed collectively and appropriately discussed with Archery GB

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
SATURDAY, 23 MAY 2015  
AT THE NATIONAL HOCKEY CENTRE, GLASGOW

Present: Michael Mather, Chair  
Alistair Paton, Director of Governance  
Ann Ward, Finance Director  
Norrie McLean, Director of Operations  
Martin Symonds, Director of Member Services  
Claudine Jennings, Director of Performance – Items 1 - 4 only via Skype  
Peter Lennon, Co-opted Director of Coaching  
Vincent Bryson, Co-opted Director without Portfolio  
Becky Kent, Scottish Transgender Alliance – Items 1 -2 only  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Victoria Barby and Jennifer Griffin.

2. SCOTTISH LGBT SPORTS CHARTER

Alistair Paton updated the Board on the Equality Seminar he had attended on behalf of Scottish Archery and that Michael Mather had also attended Pride House during the Commonwealth Games with the aim of signing the LGBT Sports Charter but only sportscotland signed on that day as it was the official launch of the Charter.

Becky Kent circulated copies of the Charter (copy on file) and updated the Board on the substantial barriers which prevent LGBT people participating in sport at any level. The Charter's aim is that Scotland will be a country where everyone can take part, enjoy and succeed in sport at all levels whatever their sexual orientation or gender. The five principles are:

- Take steps to actively involve LGBT people in sport and visibility support LGFBT inclusion and equality;
- Challenge homophobic and transphobic behaviour and ensure a positive and welcoming sporting environment for LGBT participants;
- Develop policies and practices that are inclusive, informed by a better understanding of the issues and barriers for LGBT people and by taking advantage of training;

- Work to further include trans people in sport by understanding the differing needs for trans participants and begin to reduce the barriers which prevent trans people from taking part in sport in their acquired gender;
- Strive to make continuous improvements to greater include LGBT people in Scottish sport.

The Board approved that Scottish Archery sign up to the Charter and Michael Mather signed on behalf of Scottish Archery.

### 3. CONFLICTS OF INTEREST

Conflicts of interest were noted by Michael Mather and Vincent Bryson (Executive Development Officer) in relation to the item on employment of an Executive Development Officer.

### 4. COMMONWEALTH YOUTH GAMES

Claudine Jennings updated the Board on the selection committee's nomination for the two athletes to represent Scotland at the Commonwealth Youth Games in Samoa. The Board approved the nomination and this will now go to Commonwealth Games Scotland.

### 5. APPROVAL OF MINUTE OF MEETING OF 16 MARCH 2015

It was agreed that the minutes of the meeting held 16 March 2015 were a true record.

### 6. MATTERS ARISING FROM MINUTES OF MEETING OF 16 MARCH 2015 BUT NOT ON THE AGENDA

- a) KPMG Audit – Michael Mather confirmed that the actions from the KPMG Audit were included in the Development Plan.
- b) Battleback – Michael Mather has not received a response from Battleback and will follow this up. (*Action Michael Mather*)
- c) Anti-Doping – Alistair Paton confirmed that he had contacted UKAD who have confirmed that Scottish Archery are up to date on what is required. ArcheryGB are currently working on an anti-doping strategy and they may incorporate the Home Nations into this plan. Martin Symonds noted that he is an accredited advisor for UKAD and would be happy to input to the Academy, and he agreed to liaise with Claudine Jennings. (*Action Martin Symonds*)

Ann Ward noted that for TUEs an athlete is required to see a pain clinic to get a TUE for drugs they use for pain. There is an 18 month waiting list for an appointment for the only pain clinic in Scotland, although there are private clinics, which it was suggested that ArcheryGB may fund.

- d) Membership - Membership is still slightly down from last year and there is a discrepancy between Scottish Archery and ArcheryGB but this is mainly due to the university clubs. The sportscotland investment target was for a 7% growth between Sept 2-14 and Sept 2015 in membership but this was based on having a paid employee, who is not in post yet so it is hoped that this increase will be achieved after the Executive Development Post is filled.
- e) Action Plan – Michael Mather noted that this had been distributed and agreed to update it. (*Action Michael Mather*)
- f) Website – A budget of £6,500 has been confirmed and after a tender process a website developer has been appointed. Victoria Barby is working on the paperwork. (*Action Victoria Barby*)
- g) Media Open Day – this was confirmed as 2 June.
- h) Equality – Scottish Archery have achieved Foundation Level and Alistair Paton was thanked for his work on this. By achieving Foundation it was noted that Scottish Archery have gone above what was required and it was important that the membership knew that Scottish Archery is an inclusive organisation. Michael Mather agreed to draft an article for the website. (*Action Michael Mather*)
- i) Ayr Archery Club – Michael Mather agreed to follow up the concerns for the VI Archers accessing ArcheryGB communication. (*Action Michael Mather*)
- j) Eastern Area Coaching Day – Martin Symonds confirmed that the day made a profit and therefore no grant was required from Scottish Archery.
- k) Family Memberships – Alistair Paton confirmed that he is working on this as it may require an amendment to the bye-laws.
- l) Review of Chair – This is ongoing and Michael Mather has been in contact with sportscotland about how best to undertake this exercise. Michael Mather agreed to continue working on this (*Action Michael Mather*)
- m) Collaborative Pension Scheme – Michael Mather confirmed that Scottish Archery signed up to the collaborative pension scheme being organised by Scottish Sports Association.

## 7. COACHING PRESENTATION

Peter Lennon gave a presentation on the coaching qualifications within Scottish Archery.

Level 1 – This is a UKCC accredited course provided by 1<sup>st</sup>4Sport and is aligned to other sports. There is a sport specific module in the course, although there is not a module currently for Archery due to the nature of the sport. There is no entry criteria and it is open to non-AGB members. You need not have any archery experience to do the course, and some time can be taken up on courses showing the very basics for non-Archers. There is rigorous verification, internal and external. The focus of the coaching courses is on the

archer and not the equipment. The course is targeted to enable coaches to deliver coaching to beginners and includes:

- Safety
- Disability awareness
- Introduction to sport science
- Teaching sequence
- Equipment awareness
- Supported practice

The course takes 3 days plus 8 hours supported practice of which 3 hours is mentored.

Currently Scottish Archery has 55 Level 1 coaches.

Level 2 – This is an AGB defined and awarded course and the Coaching Development Officer is involved with the structure and presentation of the course. It is more intense than the old coach grade and there have been several recent revisions of the Level 2 course. The version has stripped out a massive amount of paperwork and there is more use of pro-formas. The entry criteria for Level 2 is to have completed a Level 1 course, plus minimal CPD. The course enables coaches to coach beginners to competent archers and includes:

- Teaches technique
- Diagnosis and intervention
- Communication
- Sport science, including drugs awareness
- Extension of equipment knowledge including some tuning
- Heavy on practical coaching
- Supported practice

The course takes 6 days plus 24 hours of supported practice of which 8 hours are mentored.

There are currently 13 level 2 coaches in Scotland, although some are not active. 8 Level 1 coaches have recently signed up of the Level 2 course at the Grange.

County Coach – This is an AGB defined and awarded course and has recently had funding pulled by AGB and therefore has stalled. There is tougher entry criteria and an expectation of CPD and experience. The course enables coaches to deal with Archers aspiring to be Master Bowman and includes:

- Performance coaching
- Sport science
- Extended equipment knowledge
- Communication
- Involves coach education
- Self-starting

There is no specific criteria on the number of days, although the course is expected to last between 12 – 18 months and coaches prepare a portfolio.

There are currently 9 County coaches in Scotland although only 6 active.

Senior Coach – This is an AGB defined and awarded course which is run at Lilleshall and does not always run. There is a rigorous process of assessment. Peter Lennon noted that a deposit of £250 is payable for those wishing to be interviewed for the course, and is non-refundable if they are not successful. It was previously centrally funded, although this no longer happens. The course has been recently reviewed. There is focus on researching and improving archery and providing leadership. There are four senior coaches in Scotland.

Within coaching there is an expectation that CPD will be delivered and Peter Lennon has asked ArcheryGB for an effective statement on what CPD training looks like as currently there is no structure to accreditate CPD events and this is a big defect and nationally the lack of structured CPD is letting down the coaching structure.

Peter Lennon explained that he envisages that it will take 20 years to transform coaching in Scotland with only 20 coaches in Scotland trained to coach at a level that people expect. He noted that there is a perception that an experienced archer is a good substitute for a qualified coach.

Ann Ward asked about compound coaching as this is relatively new, Peter Lennon explained that this is being addressed and a couple of compound days have been run for coaches which have been well attended. The focus in coaching is to understand the archer, not the equipment.

Vincent Bryson asked about UKCC accreditation and it was noted that only Level 1 is UKCC accredited. There is currently about 1 in 5 level 1 coaches moving on to gain the Level 2 qualification. The aim would be to have one level 2 coaches per club, but the current situation is far from that. Michael Mather noted that there lot of level 1 coaches and this is common with other sports. Sportscotland have now revised their grant structure to reflect this and they are supporting Level 1 coaches with a grant of £100 and Level 2 £280 and Scottish Archery are also contributing a grant to coaching courses. These grants are only available to Scottish Archery members. One of the issues with the grant funding is that the coach has to pay the full fee up front and then they claim the money back after the course, this may cause problems for coaches and it was agreed that Scottish Archery would make the process as easy as possible and would look to address any issues in funding.

## 8. EXECUTIVE DEVELOPMENT OFFICER

Michael Mather reported that there had been 23 applications of an exceptionally high standard. The panel of Michael Mather, Vincent Bryson, Victoria Barby and Jacqui Stone are currently sifting the applications. Kim Atkinson from the SSA has also been approached and she has agreed to source a governing body representative from a different sport to sit on the panel.

The appointment will be a two year contract. Michael Mather is currently working on the draft contract and will forward a copy to Alistair Paton and help had been sourced from Gravitare HR and sportscotland's legal expert resource would also be asked to check the contract from a legal perspective (*Action Michael Mather*)

It was noted that Employers Liability Insurance would be required. Peter Lennon noted that whilst the articles allowed for an employee he would prefer to see this clearly defined rather than included in a catch-all.

The aim will be for the person to work from home or hot-desk and it was noted that for travel expenses a base office needs to be identified.

## 9. FINANCE UPDATE

- a) Trial Balance - Ann Ward circulated a trial balance and noted that the accounts are now more realistic with money going to Archery rather than Board expenses which are now ethical and efficient. Peter Lennon explained the background to the Coaching Fund which had been tied into the Leaders Funding. This is completely separate from Scottish Archery although they have provided donations in the past. The aim is for each Director to have their own defined budget and Ann Ward explained that Kashflow is currently set up to allow this.

There had been a query on the expenses for the Talent Coaching programme and Claudine Jennings has agreed to look at this. (*Action Claudine Jennings*)

Ann Ward confirmed that she aims to do a trial balance monthly or bi-monthly.

- b) Reserves Policy – a draft reserves policy was circulated (copy attached) which stated reserves would be two times the annual membership subs. The Board approved the Reserves Policy.
- c) Investment of Spare Funds – Ann Ward reported that she had sought the advice of two financial advisers and visited high street banks and there were no suitable banks to invest the money. The status of Scottish Archery being a Ltd Company meant there were less opportunities. Vincent Bryson noted that Scottish Hockey had just completed a similar exercise and he would let her know who they have banked the money with. (*Action Vincent Bryson*)

There is currently approx. £15,000 in the Clydesdale Bank in a Short Term Deposit Bond which cannot be added to and it was agreed that approx. £35,000 would be banked in a separate account should a suitable bank be identified.

- d) Tax Investigation – FourM had notified Scottish Archery of an insurance policy to cover the eventuality of a tax investigation at a cost of £400 a year. Another company charge £40 per year, but Scottish Archery are not their clients. Ann Ward agreed to investigate whether a cheaper policy could be found and report back to the July Board, although it was noted that she felt that the risk of their being an HMRC investigation was very low and any investigation could only go back to 2010 when the Company was formed.

## 10. LEADERSHIP PROGRAMME

The Board sanctioned Vincent Bryson to put forward his nomination for the Leadership Programme which he confirmed that he had submitted.

## 11. POLICIES

The undernoted policies were approved by the Board

- Ethics – approved for consultation with the Membership.
- Information Security and Directors Code of Conduct
- Procurement
- PVG Secure Handling, Use, Storage and Retention of Disclosure Information
- PVG Recruitment of ex offenders Policy
- Child Protection Policy - ratified subject to consideration on how the policy was implemented
- Child Protection Statement
- Making a PVG Referral policy.

It was noted that the Child Protection Policies do not cover vulnerable adult but can they can still participate within Scottish Archery.

## 12. OPERATIONS UPDATE

- a) Competition – Norrie McLean reported that the number of archers competing at competitions so far appear to be down on last year's numbers.
- b) Medals – the new medals are now available. The old style medals will be used for other awards such as classification.
- c) Thistle Awards – there is a new 900 Thistle which can achieved at SRS and above competitions.
- d) U21/Disabled Championship – these have been awarded to Glasgow. Norrie McLean has been liaising with Helen George from ArcheryGB regarding the criteria for competing at the Disability Championship and she has sent a form for competitors to complete and Norrie McLean will circulate to the Board for consideration. (*Action Norrie McLean*)

Michael Mather agreed to send the form to Scottish Disability Sport. (*Action Michael Mather*)

- e) Postal League – the final results are being sent to Muriel Kirkwood for uploading to the website.

## 13. EURONATIONS



Norrie McLean reported that so far only England and Scotland are likely to send full teams. Northern Ireland have intimated that they are sending a team but have not confirmed numbers. Wales are not attending and Ireland have not responded. Isle of Man, Jersey and Guernsey will be competing at the Island Games and therefore not attending, although a junior from the Isle of Man is attending.

There will be cost implications for the hotel accommodation as we are now too close to cancel. The banquet requires a minimum of 60 people. There is also an open competition being held within the Euronations and it is hoped that this will fill up and help with the costs and it was agreed that this should be advertised on the website and social media. (*Action Victoria Barby*)

Currently there may be a cost of £5,000/£6,000 to Scottish Archery. Norrie McLean agreed to circulate the financial spreadsheet. (*Action Norrie McLean*)

Norrie McLean stated that due to the reduction in the numbers of teams attending the event, there was the real possibility that this year may be the last year that the competition is held, as it appears that it is not financially viable to continue with such limited numbers.

The President of ArcheryGB and his wife will be at the Banquet and Vincent Bryson, Jacqui Dunlop and Jennifer Griffin were also invited. It was proposed that the field party get half price entry to the banquet and this was agreed.

#### 14. CENTRE OF EXCELLENCE

Further to the request on the website, three further venues for a Centre of Excellence had been suggested by members and these will be considered in due course.

#### 15. MEMBERS' FORUM

- a) Field Archery – Argyll Field Archers are looking at the possibility of the SFAA hosting a field event at their field course in Argyll in October. The event will be open to SAA members. It was noted that the SAA members' insurance did not cover them at an event held by SFAA and Jacqui Dunlop agreed to confirm this with Brian Kupris. (*Action Jacqui Dunlop*)

#### 16. AOCB

- a) Risk Workshop – Vincent Bryson agreed to provide the Board with a workshop at the August meeting.
- b) Archery Club – Martin Symonds with working with community based archery Clubs in Kilmarnock and North Edinburgh and will liaise with Claudine Jennings on the Kilmarnock Club regarding use of the Scottish Archery bosses which are currently stored at Kilmarnock. (*Action Martin Symonds*)

- c) Hall of Fame – Michael Mather confirmed that he is working on this and will report to the July Board. (*Action Michael Mather*)
- d) Membership – there is a proposal that ArcheryGB will collect all memberships in one fee and they pay Scottish Archery their portion. There are concerns on this regarding communication, data protection and Martin Symonds agreed to speak to Peter Dickson. (*Action Martin Symonds*)
- e) Coaching Course Funding – Peter Lennon was thanked for his work with sportscotland who will now be subsidising the Level 1 (£100) and Level 2 (£280) coaching courses.
- f) Napier University Archery Club – due to an arson attack at their premises Napier University have lost all of their equipment. It was agreed that a grant of up to £500 and the use of some of the Kilmarnock bosses would be given to Napier Archery Club. Michael Mather agreed to contact Napier Archery Club. (*Action Michael Mather*)
- g) World Student Games – three Scottish archers have been included in the team to represent Great Britain at the World Student Games in Korea. It was agreed that as they were self-funding that £1,000 would be awarded between the three archers. Michael Mather agreed to contact them. (*Action Michael Mather*)

## 17. FUTURE MEETINGS

The meetings for 2015 were agreed as:

- 13 July – Skype 1830
- 30 August – Face to Face (East)
- 12 October – Skype 1830
- 14 November – Face to Face (West)
- 28 November – AGM Dewars Centre, Perth

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
SUNDAY, 30 AUGUST 2015  
AT CALEDONIA HOUSE, EDINBURGH

Present: Michael Mather, Chair  
Alistair Paton, Director of Governance  
Ann Ward, Finance Director  
Norrie McLean, Director of Operations  
Martin Symonds, Director of Member Services  
Claudine Jennings, Director of Performance  
Peter Lennon, Co-opted Director of Coaching  
Vincent Bryson, Co-opted Director without Portfolio  
Alan Martin, Executive Development Officer  
Jennifer Griffith, Partnership Manager, sportscotland  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Victoria Barby.

2. CONFLICT OF INTEREST

No conflicts of interest were noted in relation to the Agenda.

3. APPROVAL OF MINUTES OF 13 JULY 2015

It was unanimously agreed that the minutes of 13 July 2015 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 13 JULY 2015 AND NOT ON THE AGENDA

- a) Battleback – Michael Mather reported that there has yet be a response from Battleback. This was raised at the meeting with Scottish Disability Sport and Mark Gaffney from SDS has agreed to speak to David Romney from Battleback regarding affiliation of their club to the SAA.
- b) Action Plan – Michael Mather will update the Action plan for the next Board meeting and then this will be passed to Alan Martin. (*Action Alan Martin*)
- c) Review of Chair – Feedback from the directors was requested, then Jennifer Griffin and Michael Mather will meet to discuss. There will then follow a review of Board Directors as this process is required to be in place ahead of the KPMG Audit next June.

- d) Talent Coach Programme – Claudine Jennings confirm that although the programme has been expensive, it has been useful. It was felt that ArcheryGB had not pitched the programme well, as there were no learning outcomes or structured education. Michael Mather agreed to contact ArcheryGB with the SAA's concerns about the programme. *(Action Michael Mather)*
- e) Hall of Fame – Michael Mather confirmed that this has now been launched.
- f) Membership – Martin Symonds reported that he is in email contact with Pete Dickson regarding an update on the ArcheryGB system as this is currently being scoped and Martin Symonds will be kept in the loop with any developments.
- g) Club Development – Following the Arson attack Napier University have been awarded £500 of a grant and the use of 5 of the SAA bosses.

Martin Symonds noted that he is currently assisting North West Archery Club with their affiliation.

- h) Finance – the sportscotland investment has been received. It was confirmed that sportscotland are administering the pay-roll for Alan Martin.
- i) Disabled Club – Martin Symonds confirmed that he is liaising with ArcheryGB on the criteria for a non-shooter to join a Disability Club. *(Action Martin Symonds)*
- j) Disability Championships – 18 trophies were purchased for the SAA Disability Championships and it was confirmed that a review of the event will be carried out.
- k) Timing Equipment – this is now being stored at Edinburgh University.
- l) Transgender/Transsexual Criteria for Competitions – Alistair Paton noted that it will be the intention to use the ArcheryGB membership card to determine gender, although it was noted that some members use “Dr” which is ambiguous. ArcheryGB's process to change gender is done by submitting a Gender Recognition Certificate and the onus is on the Archer to do this. It was noted that criteria only applies to WRS, UKRS and SRS events and is for claiming Records, Prizes and Awards. Such archers can however still enter the event.

ArcheryGB have a Transgender Policy which the SAA adopts.

- m) PVG – Martin Symonds confirmed that Scottish Archery meet the Minimum Operating Requirements for Volunteer Scotland and a meeting is scheduled with Children 1<sup>st</sup> to ensure that the SAA complies with their Minimum Operating Requirements.
- n) AGM – it was noted that due to current Directors standing down the SAA will be looking to appoint Finance, Governance and Operations Directors at the forthcoming AGM.

5. WELCOME TO ALAN MARTIN

Alan Martin was welcomed, having started employment with Scottish Archery on 10 August. He is currently working on a short resume for the Newsletter. It was noted that his appointment is an Executive Development Officer to help the Board with strategic planning. It was agreed that all Directors should consider what assistance Alan could bring to their strategic areas of responsibility.

6. FINANCE UPDATE

- a) Trial Balance - Ann Ward circulated a trail balance at 29 August 2015 (copy on file). It was agreed that the coding should be kept simple, as long as more information is available if required. Ann Ward agreed to give a split of the competition expenses. *(Action Ann Ward)*

Ann Ward reported that £35,000 will be transferred into a Savings Account receiving 1.4% interest and the forms are being sent to Jacqui Dunlop.

It was agreed that Directors should be working on their budgets for next year. *(Action All)*

It was agreed that each Director would receive £50 a year, payable in September, to offset phone/internet and home office costs.

It was agreed that all Directors should be claiming expenses as this gave a true indication of the costs to run Scottish Archery.

It was noted that SAA laptops have been purchased for Alan Martin and Jacqui Dunlop.

- b) Expenses Policy – An Expenses Policy was circulated (copy on file). Subject to the amendments the Board approved the Policy.
- c) Employer Liability Insurance – Michael Mather confirmed that the current ArcheryGB insurance policy includes Employer Liability insurance.
- d) Trial of a Support Fund – Under the provision of Articles 3 and 4 of the Articles of Association the Board initiated a pilot scheme whereby a few athletes representing Scottish Archery in European, International and World stages were given a modest amount of financial support towards the costs of travel and subsistence at these events. This supplement did not cover individual costs (which were in themselves significant) to the athletes but was merely an addition designed to encourage participation at these particular levels. Experience of tournaments at the higher and highest levels of competition has been limited over the last number of years and this scheme was evolved to try and redress any imbalance.

The trial has now finished and an assessment is currently ongoing to quantify the benefits which have or may have accrued in the future.

Should this scheme prove a success then the Board will consider implementing an open programme of support (with a definitive yearly fund available) for all Scottish Archery athletes.

The likely intention would be to establish a small committee comprising of a Director (possibly Director of Finance) with two other Scottish Archery members (to be selected on their past or current experience of high level competition) to consider the following:

- Criteria for qualification in regards to status of event and applicant
- Decide on maximum fund to be available on yearly basis.
- Assessment of the relevance of individual request to Scottish Archery
- Benefits which may be gained from attendance at the event.
- Cost of the request relative to total sum available that year.

The Committee would report to the Board via the Director where the final decision would be made on the merits of the request.

Alan Martin agreed to liaise with Claudine Jennings and Ann Ward on the Support Fund.  
(*Action Alan Martin/Claudine Jennings/Ann Ward*)

- e) Club Development Fund Application – Alan Martin circulated a copy of an application for Club Development Funding (copy on file).

## 7. RISK MANAGEMENT

Vincent Bryson gave a presentation on Risk Management (copy on file). It was noted that one of the outcomes from the last KPMG Audit was that SAA should implement a Risk Policy. Jennifer Griffin confirmed that in looking at investment for governing bodies sportscotland carries out their own risk assessment.

Vincent Bryson agreed to liaise with Muriel Kirkwood on ArcheryGB's Risk Policies and Register. (*Action Vincent Bryson*)

It was agreed that Risk would be included on the Agenda for all Board meetings.

Vincent Bryson agreed to take on the task of Risk Management for the Board and implement a risk register. It was agreed that this would be implemented prior to the AGM. It was agreed that Vincent Bryson would work with the Directors with the aim of getting the policy and register approved at the Board meeting on 14 November. (*Action Vincent Bryson*)

## 8. COMMONWEALTH GAMES DINNER

It was agreed that Scottish Archery would purchase a ticket for the Commonwealth Games Dinner on 3 October. Jacqui Dunlop agreed to liaise with Scottish Sports Association who are taking a table. (*Action Jacqui Dunlop*)

#### 9. PERFORMANCE UPDATE AND PLANS FOR SQUAD

There was a discussion on the lack of competitive archers in Scotland and what could be done to encourage archers to enter competitions. Edinburgh University Archery Club was noted as a club who have a strong performance culture and archers are encouraged to enter competitions. It was noted that some clubs only have the ability to train once a week at club nights.

It was agreed that a sub-group be set up to look at the vision for performance and Claudine Jennings, Peter Lennon and Alan Martin agreed to be on it. (Action Claudine Jennings/Peter Lennon/Alan Martin)

Claudine Jennings updated the Board on the Junior Talent Programme, this year the aim will be to get more juniors buying into the programme, and it will be open to all juniors who have a bow, practice regularly and have a named mentor/coach. There will be two training sessions before Christmas and two after Christmas.

Jennifer Griffin noted that Scottish Archery have a Strategic Review in 2016 and could bid for investment to use for performance development.

Claudine Jennings also noted that there had been suggestions of a High Performance Coach to deliver the programme as currently there is no-one leading the coaching programme.

#### 10. BOOST ARCHERY IN SCOTLAND

Claudine Jennings circulated information regarding ArcheryGB's Boost Archery which is a programme of 6 sessions. Peter Lennon confirmed that he had issued the information to all Level 2 coaches in Scotland and had no response; he had also offered free CPD and again had not heard anything back, which was extremely disappointing.

It was agreed that that there should be a launch day for coaches learn about Boost Archery and then a course would be run.

Alan Martin agreed to contact ArcheryGB to see if how many courses they had run and if there was any feedback. (Action Alan Martin)

Alan Martin agreed to email coaches and introduce himself and also notify them of the launch day for Boost Archery. It was agreed that Alan Martin and Peter Lennon would liaise on the dates. (Action Peter Lennon/Alan Martin)

#### 11. COMMONWEALTH YOUTH GAMES SAMOA – FINAL UPDATE

Struan Caughey and Evelina D'Arcy will represent Scotland at the commonwealth Youth Games taking place in Samoa, with Claudine Jennings attending as Team Manager. Regular updated will be given on Social Media.

## 12. CREATION OF PROMOTIONAL VIDEOS

Victoria Barby had submitted a request for the production of promotional videos at a cost of £3,900. It was agreed that other options such as Project Scotland and University Student be considered.

Peter Lennon noted that if a video was made and was successful was there the capacity currently for an influx of beginners? Vincent Bryson suggested a video on Club Development would be a useful tool.

## 13. UPDATE ON CENTRE OF EXCELLENCE

Michael Mather and Alan Martin visited Central Scotland Shooting School, with Jeremy Gaywood of Scottish Target Shooting and Andrew McCaig site owner. The project has now moved to the second stage and will be delivered. There will be no financial contribution from the SAA. Discussions centred on what events the SAA would hold, the suggestion of pay and play and the inclusion of field archery. There is a lot of room so a field course would not be a problem, nor would a 200 x 100m north facing range.

The Centre would buy the bosses and pay for the upkeep and the SAA would pay for usage, a cost of £350/day was suggested.

An expert on the design of a field archery course has been asked for and the SAA will put them in contact with an SAA member with experience.

The owners are aware that they would be required to provide their own insurance.

## 14. OUTSTANDING COMPLAINTS

Martin Symonds noted two ongoing complaints. It was agreed that if required the SAA would pay £50 complaint fee to ArcheryGB for the first complaint, as it involved a direct member of AGB, who has not affiliated to SAA. The second complaint was outlined to all present and had been reviewed by Vincent Bryson. It was agreed that there was no case to answer and Martin Symonds agreed to write to the complainer.

## 15. OPERATIONS UPDATE

- a) Euronations - Norrie McLean reported that due to the lack of countries participating in this year's competition a question mark hung over the future of the competition. However, Hilda Gibson of Archery GB received communication from Irish Archery that they intended to host the competition in Dublin in 2016 and had suggested that the format could be changed to 720 rounds. It was agreed at this year's Euronations managers meeting in Edinburgh that further discussion should take place between the home nations. It was proposed that a meeting should be held during the weekend of the British Indoor Championships, where representatives of most if not all of the home based teams would be attending and discuss ways to ensure the future of the Euronations. Claudine Jennings agreed to attend the meeting and report back. It was



agreed that following this meeting, the SAA would look at the best options available for Scottish Archers to participate at international competitions.

- b) Outdoor Championships – entry numbers were disappointing. For next year there may be chance of a sponsor by a supermarket and it was agreed that there was no issue including the name of the supermarket in the title of the competition.
- c) Tournament Organisers Workshop – it was agreed that there would be a budget of £500 allocated to a tournament organisers workshop in 2016, this would be a full day event covering all aspects of organising a tournament and would include lunch.
- d) Social Shoot at 2016 AGM – Alan Wood is currently working on a proposal to have a social shoot held around the time of the 2016 AGM.
- e) 720 and Head to Heads - Norrie Mclean reported to the meeting, that in answer to a member enquiry relating to providing more opportunities for junior archers to compete in 720 ranking rounds with Head 2 Head competitions, he is looking at introducing an indoor competition in the latter part of the next indoor season, if an organiser and suitable venue can be found. Thereby providing a suitable development opportunity for archers, which if successful could be lead to a similar outdoor competition, which could be for all categories including juniors and masters.

#### 16. EQUALITY UPDATE

Alistair Paton reported he is working on a paper on Disabilities and will present this to the Judges Conference for consideration and report back. It was noted that at the recent meeting with Scottish Disability Sport Alan Martin and Shelly Philip agreed to write a strategy for Disability.

#### 17. PVG UPDATE

Martin Symonds reported that he believed that all active SAA coaches now have a PVG.

#### 18. DIRECTORS' REPORTS

These are due to the end of August and it was agreed that they should be circulated within the next fortnight.

#### 19. AOCB

- a) sportscotland Corporate Plan – Jennifer Griffin reported that sportscotland have a new Corporate Plan and agreed to provide copies of the summary document to Michael Mather for distribution to the Board. (*Action Jennifer Griffin*)

There are three priorities:

- Equalities and Inclusion;
- People Development;

- Collaborations and Impact.

The full 19 page document is downloadable from the sportscotland website and Jennifer Griffin agreed to provide Alan Martin and Michael Mather with the full document.  
(Action Jennifer Griffin)

- b) Investment – Scottish Archery are mid cycle with them due to go to the Investment Panel between January and March. Jennifer Griffin explained that there would be an opportunity to present to Panel in December 2015 and it was agreed that Scottish Archery would present to the December panel.

Jennifer Griffith will also meet with Michael Mather and Alan Martin for the six month review.

- c) sportscotland Restructuring – Jennifer Griffin reported that there has been restructuring within sports development and the only point of contact for Scottish Archery will be Jennifer Griffin.
- d) Strategic Review – Jennifer Griffin noted that in October/November 2016 Scottish Archery's strategic plan will be looked at as part of the four year cycle and this is when application can be made for investment. She noted that all sports will be asking for investment however, no amount is too small or too big as long as it is meaningful.

Vincent Bryson noted that it would be good to start the strategic planning process as soon as possible and ensure that Norrie McLean, Ann Ward and Alistair Paton input into the process before they stand down at the AGM.

Jennifer Griffin also highlighted the importance of speaking to Scottish Disability Sport to ensure that both organisations have the same strategic objectives for Disability Archery.

- e) Complaints – sportscotland have received a complaint that under the list of sport SFA were listed for Archery. However, this was an old page and it has now been removed, as sportscotland only recognize one governing body for each sport.

A further enquiry had been regarding Scottish Target Field Archery asking if they were entitled to call themselves Scottish. Sportscotland had confirmed that they could call themselves Scottish but that sportscotland only recognize one Governing Body for each sport and as long as they didn't have their website linking them with sportscotland that was fine. It was noted that there has been no approach from any other archery body to have discussion with Scottish Archery.

- f) Members – Martin Symonds confirmed that as at 1 August there were 2,403 members and 107 clubs.
- g) Development Fund Application – Alan Martin circulated the draft development fund application forms and asked for feedback. Staff guidelines on how to administer the

applications was also included. It was agreed that this could be agreed by email ahead of the next meeting.

- h) Coding – Ann Ward agreed to send Claudine Jennings a list of codes. (Action Ann Ward)
- i) Year End – the year end is at 30 September and it was agreed that all Directors should submit their expenses in time for the year end.
- j) AGM – three Directors are standing down and it was noted that these positions are required to be advertised by 28 September. The Director of Coaching position will also have to be advertised, but the Independent Director position can be ratified at the AGM.

## 20. FUTURE MEETINGS

The meetings for 2015 were agreed as:

- 12 October – Skype 1830
- 14 November – Face to Face (West)
- 28 November – AGM Dewars Centre, Perth