

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY 11<sup>th</sup> September 2017  
By Go To Meeting

Present

**Board Members**

Vincent Bryson, Independent Director – Interim Chairperson  
Moir Taylor, Director of Coaching  
Victoria Barby, Director of Communications  
Claudine Jennings, Director of Performance  
Steph Clason, Finance Director  
Douglas Blyth, Director of Participation

**Non Board Members**

Michael Mather, Chief Operating Officer  
Alan Martin, Pathways Manager

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Jamie Frail, Independent Director and Jacqui Dunlop, Scottish Archery Administrator, and Jennifer Griffin of **sportscotland**.

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

Vincent Bryson, Interim Chairperson, noted that he is now employed as the Chief Operating Officer for another Scottish Governing Body of Sport but that there were no conflicts of Interest noted for this meeting. All other Directors present advised that there were no conflicts of interest.

3. APPROVAL OF MINUTES OF 22<sup>nd</sup> JULY 2017

It was agreed that the minutes of the meeting of 22<sup>nd</sup> July 2017 were a true record of the meeting held.

4. MATTERS ARISING FROM MINUTES OF 22<sup>nd</sup> JULY 2017 BUT NOT ON THE AGENDA

- a) Child Protection- Michael Mather advised that there have been issues contacting the Child Protection Officer as there appears to have been an IT failure with the Child Protection Officer's PC/laptop. He will continue to pursue this and once contact has been made will start a review of the policies and procedures relating to PVG and Child Protection issues to ensure that they are still fully fit for purpose and could be regarded as 'best in class' across sports in Scotland. (*Action Michael Mather/Jamie Frail*)
- b) Scottish Archery promotional flyers – This is not considered a high priority at the moment and will be taken forward as a project in due course (*Action Michael Mather*)
- c) Junior Fun Shoot – This competition has been confirmed and will take place as an outdoor event at Perth Archery Club on the 24<sup>th</sup> October.
- d) Northern Area – The Chief Operating Officer and the Pathways Manager have been invited to attend a meeting of the Northern Area Committee on the evening of Thursday 21<sup>st</sup> September in Montrose to talk about support that can be provided to further develop the Northern Area and to create a business plan for the future
- e) Business Plans for Archery GB – Vincent Bryson agree to circulate early draft Business Plans that have been formulated around the rest of the Board for comment and input. (*Action V Bryson*)

5. WESTERN AREA

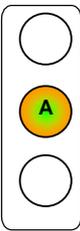
Alan Martin advised the Board that a successful meeting had been held at the **sportscotland** offices in Glasgow on the evening of 28<sup>th</sup> August to try to resurrect the West of Scotland Archery Association. An interim committee has been created and there are plans being put in place by this committee to have an AGM in October sometime.

6. ANNUAL GENERAL MEETING

- a) It was noted that a suggestion had come from our Account Auditors that the Board should consider amending the financial year for Scottish Archery from October – September to April – March. This is appropriate as the majority of funding for Scottish Archery is currently coming from the investment from **sportscotland** which is aligned to the April – March financial year. It was agreed that a proposal to this effect would be submitted to the membership at the Annual General Meeting. (Action: *Michael Mather*)
- b) Review of Articles and Bye Laws: The Chief Operating Officer had drafted proposed changes to the Articles and Bye Laws with two key themes: (1) to potentially allow an increase in Independent Directors and to provide for the potential election of an Independent Director and (2) to create a new category of membership for clubs/members who only use ‘Soft Archery’ or ‘Arrows’ kits. These proposals will be forwarded to the **sportscotland** expert legal resource for advice on final wording to ensure compliance with the Companies Act requirements. (Action: *Michael Mather*)
- c) Hall of Fame & Volunteer Awards: The Board confirmed the opening of nominations for the Hall of Fame and the 2017 Volunteer Awards. This will be communicated to the membership as soon as practical.

7. FLASH REPORT

The Chief Operating Officer provided a Flash Report on the current status of key strategic outcomes:

<ul style="list-style-type: none"><li>• Membership – 2355 (1<sup>st</sup> August)</li><li>• (Clubs – 95) – not strategic but important</li><li>• Coaching – 2 Level 1 courses held and 1 L2 starting in September 2017</li><li>• Performance – Nathan McQueen still on Podium Potential, Brad Stewart selected for GB team. Matthew Wong in GB junior</li><li>• COO appointed and in post</li><li>• CDO appointed and in post</li><li>• Development Audit – Satisfactory with comments achieved</li><li>• Area performance squad – 1 to be setup (North or East)</li><li>• 3 Lead Clubs and 5 Accessible – 2 Lead clubs identified (Falkirk confirmed and announced)</li><li>• Board to complete self assessment Governance Framework check</li><li>• Board to complete development audit outputs</li><li>• Board to complete Governance framework action points</li></ul>	
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The key strategic issue is that the membership numbers that we have at present are well behind the strategic target that had been agreed with **sportscotland**. Analysis of the membership has identified that the reduction in numbers have been, almost exclusively, as a consequence of the decision made at the 2016 Archery GB AGM to remove the ‘En Bloc’ fees for Junior and Disability Clubs.

The recruitment of a part-time Club Development Officer will help to address some of this over the coming couple of years.

8. BOARD STRUCTURE

It was noted that Douglas Blyth had now officially changed his role to act as Director with responsibility for Participation and this has been communicated to the Scottish Archery membership. Vincent Bryson, the Interim

Chairperson will review the current Board Structure to make sure that it meets the current requirements of the organisation. (*Action V Bryson*)

#### 9. SELECTION CRITERIA FOR SCOTTISH ARCHERY SCOTTISH TEAM

The Director of Performance provided a draft of selection criteria for the Scottish Team that will be presented to the membership in advance of the AGM for consideration and voting on.

It was noted that the Competition Committee had reviewed issues around the 'Native Trophies' that have been presented only to Recurve Ladies and Gents at the outdoor championships. Their recommendation is that these trophies should no longer be awarded.

#### 10. CHILD PROTECTION UPDATE

Unfortunately as the Independent Director who has responsibility for PVG issues was not available at the Board Meeting so no update was available.

#### 11. DIRECTOR OF COACHING UPDATE

- Coaches Mailing List: SA Mailing list = 124 names (7 no emails- includes 7 Instructors & Emeritus Coach) AGB list = 84.
- The Level 1 Coach training course now completed in June by Clyde Arrows with 9 successful candidates (affiliated to SA). I am still awaiting contact details of the successful candidates so that they can go on the mailing list.
- A Level 2 course has started in September at Armadale with 9 candidates.
- Dates for PDA (coach educator training) for 2017/18 have been received from sportscotland and have been distributed to Coaches – 1 Coach had requested a place and has been nominated by Scottish Archery.
- Transplant Games in Scotland – there were at least 5 Coaches from Scotland along with other volunteers who assisted. A successful event.
- The Coaching Network in Scotland Conference is confirmed for 16/17 September at Inverclyde. We have 31 Coaches attending and 5 Speakers. Coaches attending from as far away as Isle of Lewis. There has been much preparation for the conference with meetings with SDS, sportscotland etc.
- A Coaching Committee has been established and the members are: Andrew Kelly; Caroline Harrison; Paul Ross; Richard Vallis; Tony Laduss and myself. Our first meeting has been arranged for 14<sup>th</sup> October in Perth.
- A Coaching Network Newsletter was distributed to Coaches in September.
- I visited the Cupar club in August to assist with a Beginners course, discuss coaching and any challenges the club was facing regarding coaching.
- Met with Bill Mackay to discuss some of the challenges around arranging Level 1 & Level 2 Coach training courses and planning for the future.
- Attended a meeting for the Female Festival of Sport at Redford Barracks regarding Scottish Archery's involvement in the Festival on 28 October. Our involvement differs considerably from the original agreement and we are trying to clarify the expectations of Scottish Archery.

#### 12. FINANCIAL UPDATE

Due to work commitments the Director of Finance had not been able to produce a Trial Balance in advance of the Board Meeting, but this would be provided to the Board as soon as possible.

### 13. MEMBERS FORUM

A request had been received for consideration to be given to address perceived issues and concerns about the criteria used for selection of Scottish Teams. This was being addressed by the paper presented by the Director of Performance and the membership will be asked to vote on various selection options at the AGM in November.

### 14. AOCB

- Coaching Conference: Conference taking place at Inverclyde National Training Centre on the weekend of 16<sup>th</sup>/17<sup>th</sup> September now fully subscribed
- Club Development Conference: Being run in conjunction with Badminton Scotland at Inverclyde on Saturday 16<sup>th</sup> September. Number of participants not as high as had been hoped, but currently 12 clubs have advised their attendance.
- Sportscotland Equalities Conference: It was confirmed that Michael Mather, Alan Martin and Vincent Bryson would attend the **sportscotland** Equalities Conference.

#### **Confirmation of Future Meeting Dates**

Saturday 28<sup>th</sup> October – Face To Face – West

Saturday 18<sup>th</sup> November – AGM – Perth

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY 12<sup>th</sup> JUNE 2017  
BY GO-TO MEETING

Present

**Board Members**

Victoria Barby, Director of Communications – acting as Chair for meeting  
Moirra Taylor, Director of Coaching  
Douglas Blyth, Director of Governance  
Vincent Bryson, Independent Director  
Jamie Frail, Independent Director  
Claudine Jennings, Director of Performance

**Non Board Members**

Michael Mather, Chief Operating Officer  
Alan Martin, Executive Development Officer

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Jennifer Griffin of **sportscotland** and Jacqui Dunlop, Administrator.

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

There were no conflicts of Interest noted for this meeting.

3. APPROVAL OF MINUTES OF 29 APRIL 2017

It was agreed that the minutes of the meeting of 29<sup>th</sup> April 2017 were a true record of the meeting held.

4. MATTERS ARISING FROM MINUTES OF 29 APRIL 2017 BUT NOT ON THE AGENDA

- a) Child Protection – Michael Mather advised that he had contacted the Child Protection Officer (CPO) and a meeting is being arranged between CPO, Michael Mather and Jamie Frail the Director who is taking in responsibility for Child Protection and PVG issues. This meeting will also define how the monthly PVG / Child Protection report should be formatted for submission to the Board Meetings (*Action Michael Mather*)

It was noted that given the recent high profile focus by the Scottish Government and other external bodies it is vital that Scottish Archery continuously reviews and updates its policies and procedures in this area. It was suggested that there is a perception that future funding for sports governing bodies may be dependent on successfully passing some form of PVG audit. **Sportscotland** is hosting a series of meetings on the 19<sup>th</sup> June in relation to feedback received on how the PVG process is working for sport. Michael Mather is attending this.

- b) Investment Agreement – Confirmed that proposed communication on the **sportscotland** investment package for Scottish Archery had been approved by **sportscotland** and

published and distributed to the membership (*Completed*). The Annual Leave system for the employee team is now up and running. It was agreed that a Performance Management System will have to be put in place over the coming months to ensure that the Board has visibility of the overall performance of the employee team.

- c) Administrator: Michael Mather advised that he has been liaising with the **sportscotland** HR expert resource and work continues on the contract to bring the Administrator post 'In House'.
- d) Trading Name: There was some discussion about the costs and potential merits of registering the Trading Name of the organisation. It was, however, felt that this would be a cost that would provide little discernible benefit and no further action would be taken at this time. It was felt that this was a relatively low risk and should be added to the Risk Register as such with a 'watching brief' maintained. (*Action: Vincent Bryson*)
- e) External Consultants: Alan Martin presented a paper to the Board on the potential advantages and disadvantages of utilising an external consultant, especially in relationship to attracting additional investment. After some discussion it was agreed that this would not be taken forward at this juncture.
- f) Decathlon Partnership: Alan Martin had provided a 1 page summary on the Soft Archery in Schools project and this action was now closed. It was, however, agreed that more focus could be given on the Scottish Archery social media channels to updates on the progress of the Soft Archery in Schools project.
- g) Members Forum – Rankings: The Director of Performance advised that the number of shoots required for rankings would be reviewed for the 2018 season. She Agreed to contact the Chair of the Competitions Committee to discuss in detail. (*Action: Claudine Jennings*)
- h) Organisation Chart: With the recent resignation of the Director of Participation the Structure chart requires to be updated. (*Action: Michael Mather*)

## 5. FINANCES

Unfortunately Steph Clason could not make it to the Board Meeting. She will be requested to provide a nominal ledger and trial balance as soon as practical (*Action: Steph Clason*)

## 6. SPORTSCOTLAND INVESTMENT

Chief Operating Officer post now filled and the advert for the Club Development Officer post has been published with a closing date of 19<sup>th</sup> June. Dates for interviews of potential candidates has been agreed as has the interview panel. This is a 0.6 FTE post fully funded by **sportscotland**. It was noted that the Board will task the Chief Operating Officer to explore whether Scottish Archery can attract funding from other sources. It was noted that exploratory discussions have already taken place with AGB on ways to potentially get some of the AGB affiliation fees generated by their Scottish members allocated specifically to supporting archery development in Scotland. (*Action: Michael Mather*)

It was agreed that the Annual Leave/Performance Management System would be progressed when the new staff were in place.

## 7. ARTICLES OF ASSOCIATION

Vincent Bryson provided advised that he had engaged in discussions with the **sportscotland** expert legal resource in relation to the Chair position due to the resignation of the previous Chair when they took on the role of Chief Operating Officer. Under the current Articles it is not possible to have a non member of the organisation voted into the position of Chairperson (13.1) However it is possible for the Board to effectively co-opt any individual into this post as an interim measure until the AGM in November(13.3). It was suggested that the COO and the Director of Governance undertake a review of the current Articles to identify whether the Board may wish to make any recommendations for changes or amendments to these for submission to the membership at the AGM. Any proposals will be reviewed by the **sportscotland** expert resource to ensure that they meet the required standards and don't adversely effect any other area of the Articles.

## 8. KPMG ACTION POINTS:

Alan Martin provided a brief update on progress on the KPMG Action Points. A further detailed update will be provided to the July Board Meeting. It was agreed that each month a 'Flash Report' should be produced by the Chief Operating Officer identifying the key elements of work being undertaken in relation to targets against investment and incorporating all KPMG action points outstanding.

## 9. RISK REGISTER

Vincent Bryson advised that the Risk Register is currently up to date with 14 strategic risk identified and recorded. He further advised that this would be reviewed with the Chief Operating Officer and Executive Development Officer over the next two weeks and will thereafter be maintained and updated by them down to operational level.

## 10. PVG / CHILD PROTECTION

This was covered off in earlier discussions during the Board meeting.

## 11. PERFORMANCE UPDATE

The Director of Performance advised that a Scottish Archer had been selected to soot for Team GB at the European Youth Cup. The Junior National Team, has now been selected and details published. It was noted that the Junior Team Manager had stepped down and a new Team Manager would be sought. A new Senior Team Manager has recently been appointed.

It was noted that 6 Scottish Archery archers are making the Team GB Teams on a regular basis at the moment.

A plan is currently being developed for the Para Development Pathway

## 12. COACHING UPDATE

The Director of Coaching advised that there are still a number of anomalies between the database that she maintains of coaches and the AGB database as the AGB database appears to under report the number of coaches in Scotland. At present the Scottish Archery database has 109 coaches on it and of these only 8 have not provided email addresses.

It was noted that the database for communications to the Coaching Network in Scotland will be expanded to include registered Archery Instructors who are members of Scottish Archery.

An update was provided in the Coaching Conference that had been hosted on the 14<sup>th</sup> May to provide input to the AGB Coaching strategy development. It was also noted that a draft AGB Coaching structure is due to be published in early July. There are 2 x Level 1 coaching courses in progress. However, it was noted that Scottish Archery have not been provided with the numbers participating in these courses and this causes some concern as this information is important to ensure that we can report to **sportscotland** on our targets for coach numbers and coach development.

There are 2 additional, qualified Coach Educators who have completed the **sportscotland** funded PDA course and a further 2 nearing completion of this course. This will have a positive effect on our ability to run further Level 1 coach courses over the coming years.

A further communication will be distributed to the Coaching Community in relation to the Transplant Games which are taking place on the 27<sup>th</sup> July in Wishaw.

The Coaching Conference on the 16<sup>th</sup>/17<sup>th</sup> September is in planning and all of the key speakers are in place.

### 13. EQUALITY

There are 2 x LGBT community events taking place in June and August. It was felt that there was not enough time to prepare for the event in June. However, it was suggested that Scottish Archery should try to have a presence at the event in Glasgow in late August. The Director of Governance agreed to contact local clubs to see if they would like to have a presence at these events. It was also suggested that an updated version of the Scottish Archery flyer that was produced for the 2010 World Cup Finals in Edinburgh be produced. (*Action: Michael Mather Douglas Blyth*)

### 14. MEMBERS' FORUM

There were a number of items for consideration through the Members Forum:

- A question has been raised about clubs who have AGB members and non AGB members shooting together. A request for clarification on insurance had been submitted to AGB and the Scottish Archery Board were also asked for clarification. It was noted that Rule 13 of the AGB Rules of Shooting are clear that members are only covered by AGB insurance where only AGB members are shooting. If non AGB members are shooting at the same venue and at the same time the AGB insurance may be invalidated.
- A suggestion was raised by a member, taking account of the significant fall in numbers of juniors competing this year, that some form of specific Junior competition be set up with a ½ day format. It was agreed that this should be given consideration and the Director of Communication will discuss this with the member (*action: Victoria Barby*)
- There was a question raised about awards made at a shoot (not a specific Scottish Archery event). This will be referred to the competition committee to identify whether specific guidelines should be created for competition organisers.

- A member from Largs had submitted a number of questions about the COO post, the Scottish Archery strategy and the publication of the 2016 accounts. This will be responded to by the Executive Development Officer (*Action: Alan Martin*)

#### 19. DIRECTORS' REPORTS

Taken as read.

#### 20. AOCB

- a) Organisation Chart – Michael Mather will update the Scottish Archery Organisation Chart to reflect the current Board and sub-committee structure (*Action: Michael Mather*)
- b) Northern Area – The Chief Operating Officer had received a request from the Chairperson of the Northern Area for a meeting. This will be arranged and taken forward. (*Action: Michael Mather*)
- c) New Trophy – an offer has been made to pay for a new Trophy to be presented through Scottish Archery. This will be taken forward by the Chief Operating Officer. (*Action: Michael Mather*)

#### **Confirmation of Future Meeting Dates**

Saturday 22<sup>nd</sup> July – Face To Face – East

Monday, 11<sup>th</sup> September - Go To Meeting

Saturday 28<sup>th</sup> October – Face To Face – West

Saturday 18<sup>th</sup> November – AGM – Perth

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 18 DECEMBER 2017  
AT CALEDONIA HOUSE, EDINBURGH

Present

**Board Members**

Vincent Bryson, Chair  
Moirra Taylor, Director of Coaching  
Victoria Barby, Director of Communications  
Pip Tucknott, Director of Performance  
Steph Clason, Finance Director  
Judith McCleary, Independent Director

**Non Board Members**

Michael Mather, Chief Operating Officer  
Alan Martin Pathways Manager  
Jennifer Griffin, sportscotland Partnership Manager  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting, noting a special welcome to Pip Tucknott and Judith McCleary on their first Board meeting since their appointment at the AGM.

The Chair reported that due to time commitments Douglas Blyth, Director of Participation, had resigned with immediate effect. Douglas Blyth was thanked for his contribution to the Board.

Vincent Bryson noted that there are three vacancies on the Board, and he had been approached by a staff member from another governing body expressing an interest to join the Board. He noted that it would be beneficial if more Scottish Archery members joined the Board and sought views on what the Board or he could do to encourage this. Michael Mather noted that according to the Articles there can only be four Independent Directors.

As Douglas Blyth also fulfilled the role of Company Secretary, Michael Mather and Vincent Bryson agreed to check the Articles and liaise on who would be appointed as Company Secretary. (*Action Vincent Bryson/Michael Mather*)

It was agreed that Alan Martin and Michael Mather would discuss who the JLO reported to. (*Action Alan Martin/Michael Mather*)

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

Judith McCleary noted that she is an employee of another Scottish Sports Governing Body, but had no conflicts of anything on the current agenda.

3. APPROVAL OF MINUTES OF 28 OCTOBER 2017

It was agreed that the minutes of the meeting of 28 October 2017 were a true record of the meeting held.

#### 4. MATTERS ARISING FROM MINUTES OF 28 OCTOBER 2017 BUT NOT ON THE AGENDA

- a) Child Protection- Michael Mather confirmed that there has been no communication from Jamie Frail and this will continue to be pursued. *(Action Michael Mather/Vincent Bryson)*
- b) Junior Fun Shoot – It was noted that the competition will be re-run in the future and those who had entered previously would be given the opportunity to use their payment for the new competition.
- c) AGM Debrief – Vincent Bryson noted that the AGM had been held and been successful, although there was still some way to go regarding soft archery as this had not been passed at the AGM. Moira Taylor noted that she had attended a recent **sportscotland** networking meeting and the concept of soft archery had been well received by those attending and it was felt that the Board may need to be clearer with the membership on Soft Archery.
- d) Board Structure – Michael Mather agreed to update the organisation chart following the AGM. *(Action Michael Mather)*
- e) Budgets – Michael Mather confirmed that the budgets had now been signed off and were being worked to. Alan Martin and Michael Mather will be working with Directors to ensure that Directors are kept up to date with activity within their budgets. *(Action Michael Mather/Alan Martin)*
- f) ArcheryGB- Michael Mather reported that he had contacted ArcheryGB regarding subsidies for Judges attending events overseas but had yet to receive a reply. A business case for the funding of a child protection post had also been submitted to ArcheryGB and there had been no response to this. Michael Mather agreed to chase this up. *(Action Michael Mather)*

It was noted that the Business Case for the Coaching Acceleration initiative had not yet been submitted and Michael Mather agreed to submit this as a matter of urgency. *(Action Michael Mather)*

- g) Risk Register – Vincent Bryson confirmed that Volunteer Capacity had been added to the Risk Register.
- h) Equality – Michael Mather noted that there should be two Equality Champions on the Board and as Douglas Blyth had resigned from the Board this should be considered. Vincent Bryson confirmed that he would be willing to be an Equality Champion and consideration would be given by the other Board members if they would be willing to be an Equality Champion. *(Action All)*
- i) Newsletter – Victoria Barby agreed to circulate the next topics for the Newsletter and also check the statistics. *(Action Victoria Barby)*

#### 5. FINANCES

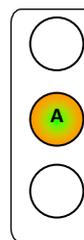
Steph Clason reported that Karen Henderson has offered assistance on the Staff salaries and expenses and new codes will be created.

The new Financial Year was approved at the AGM and Vincent Bryson agreed to check if this had been lodged with Companies House. (*Action Vincent Bryson*)

## 6. FLASH REPORT

The Pathways Manager provided a Flash Report on the current status of key strategic outcomes:

- Membership – 1589 – Currently doing analysis to see which clubs haven't renewed yet.
- (Clubs – 100) – not strategic but important
- Coaching – L2 started in September 2017
- Performance – Nathan McQueen still on Podium Potential, Brad Stewart selected for GB team. Matthew Wong in GB junior
- Area performance squad – East looking at business plan around funding for team events and training.
- 3 Lead Clubs and 5 Accessible – East Kilbride working towards becoming a lead club
- Board to complete self assessment Governance Framework check
- Board to complete development audit outputs
- Board to complete Governance framework action points



Alan Martin noted that 14 clubs have to re-join, and 20 clubs have less members than last year. He will be contacting these clubs to see what assistance Scottish Archery can provide to Clubs.

It was also noted that there is some disparity between numbers provided by Clubs on membership numbers and those in clubs which may cause issues with insurance

## 7. CHILD PROTECTION

### a) Debrief on New Standards for Child Protection and Wellbeing

Alan Martin provided an update on the new Standards for Child Protection and Wellbeing which had been launched by Children 1<sup>st</sup> and **sportscotland**. He noted that the Standards will replace the current Child Protection MORs. There are eight standards with the focus being on putting the child at the centre of the standards. Vincent Bryson noted that Scottish Archery may have some work to do on this with the membership not being currently favourable to the Soft Archery initiatives. It was noted that Penicuik have a junior member on their committee and it was agreed that a bottom up, Club led approach may be beneficial, rather than having a Youth Archery Forum.

Moira Taylor will be issuing a newsletter to Coaching and agreed to include information on the new standards. (*Action Moira Taylor*)

The timeline for the roll out of the new standards was noted as:

4 January 2018 - New reporting tool distributed to Governing Bodies

End March 2018 – Governing bodies complete the mapping exercise and submit to Children 1<sup>st</sup> who will provide an action plan and arrange meetings with the Governing

bodies.

March 2019 – All Governing bodies must be compliant with the new standards.

It was noted that compliance with the standards will be a condition of investment by **sportscotland**.

- b) Future Child Protection Officer Requirements – Vincent Bryson noted that following the launch of the new Standards consideration would need to be given on the future Child Protection Officer requirements to ensure that Scottish Archery meets its legal and moral responsibilities. It was agreed that Michael Mather and Vincent Bryson would produce a paper for consideration by the Board. (*Action Michael Mather/Vincent Bryson*)

## 8. SPORTSCOTLAND UPDATE

Jennifer Griffin noted the high-level figures released by Scottish Government last week are positive for sport and **sportscotland** are pleased with this. The detail below the high-level budget position will not become available until the New Year. She noted that there is still a significant challenge with regards to the Lottery position and **sportscotland** are working towards a final budget position now the Scottish government draft budget has been announced. Jennifer Griffin will liaise with Michael Mather in late January to give an indicative figure for 2018-2019 if available. If not, she will arrange an alternative meeting with Michael Mather when the budget position has been confirmed.

Vincent Bryson noted that scenario planning should be carried out for any reduction in the investment from **sportscotland** and that he would work with Michael Mather and Alan Martin to produce this. (*Action Vincent Bryson/Michael Mather/Alan Martin*)

Jennifer Griffin noted that the investment paperwork has to be returned to **sportscotland** by 12 January and that the Panel Meeting is scheduled for 24 February.

Vincent Bryson asked if there would be any partnership manager coaching support for Scottish Archery. Jennifer Griffin noted that if there was a specific piece of work which Scottish Archery identified then she would be able to get some support.

Jennifer Griffin reported that a letter will be issued in May asking if Scottish Archery would like to attend a mid-term review in September or October and Vincent Bryson confirmed that Scottish Archery would like a review.

Jennifer Griffin noted that she had received a request from another governing body who are having issues with their British Body and wanted feedback from another governing body with similar issues. It was agreed the Jennifer Griffin could pass on Vincent Bryson's details. (*Action Jennifer Griffin*)

## 9. DISABILITY OFFICER

Moira Taylor noted that there was currently no Disability Officer within the organisation and there was a discussion on whether this position should be filled. It was noted that Alan Martin currently liaises with Scottish Disability Sport and is fulfilling this role, and the Disability Championships are run in the same way as any other Championship would be. If there were any issues relating to Disability Clubs, then the Club Development Officer would deal with this.

It was agreed that Victoria Barby would realise a statement which would give an update to the membership. (*Action Victoria Barby*)

Moira Taylor noted that the Disability Championships went well with the numbers good. Thanks were expressed to Alison Ross of East Kilbride Archery Club who had mentored St. Andrews University in organising the Championships.

#### 10. 3D COMPETITION IN CONJUNCTION WITH ARCHERYGB

Victoria Barby reported that communication had been received from the ArcheryGB Field committee to run a 3D Competition and a Club have confirmed that they are keen to run one. It was agreed that Scottish Archery would be happy to support a 3D competition in Scotland.

#### 11. PERFORMANCE UPDATE

Pip Tucknott reported that he is currently working with the Areas regarding Area Squads. Alan Martin noted that the survey seeking the views of the archers on what they require from squads is currently live and he agreed to circulate the results following the closing of the survey on Friday, 22 December. (*Action Alan Martin*)

#### 12. COACHING UPDATE

Moira Taylor provided the undernoted update:

- Coaches Mailing List – this is ongoing with an updated list awaited from Archery GB as they have not produce a list since the summer. The CPO also has a coaching list and Moira Taylor is liaising with him to get a copy.
- PDA (Coach Educator Training) – there is currently 1 County Coach who has successfully completed his PDA. There are 9 tutors available to run courses, 4 in the West; 4 in the East and 1 in the Northern Area.
- A further meeting of the Coaching Committee was held on 11 December. Terms of reference are being drawn up.
- Moira Taylor has had two meetings with the Pathways Manager to discuss Coaching.
- Moira Taylor ran training sessions on Soft Archery for Lornshill Academy Alloa, Crieff High School and Bell Baxter High School in Cupar – disappointing turnout of only 6 in Crieff and Cupar. A further session is to be held in Cupar in 2018. She is seeking three coaches in each area to take over this training and will provide guidance to the Coaches who volunteer.
- Moira Taylor attended the Data Protection training run by sportscotland re the new procedures coming out.
- Moira Taylor attended a **sportscotland** networking day and a Coaching Scotland day facilitated by **sportscotland**.

- Held a Go to Meeting Call with Alan Martin and Hannah Bussey (AGB) to discuss coaching nationally.
- A newsletter for the Coaching Network will be sent out prior to the year end.
- AGB Coaching Plan 2017-2021 has been launched through their website:  
<http://www.archerygb.org/wp-content/uploads/2017/12/Coaching-Plan-for-Archery-2017-21-Final.pdf>
- ArcheryGB are looking for clubs to host events for their workshops and Moira Taylor will be looking further info this.

### 13. AOCB

- a) Away Weekend – Vincent Bryson noted that quotes are being sought for the Weekend which will take place 20/21 January. The aim will be to revisit the Strategy and also to look at where Directors’ portfolios sit.
- b) Scotland Competing on a World Level – It was agreed that this was something which would be considered and would be discussed at Away Weekend. Victoria Barby noted that Scotland can compete at European Grand Prix events.
- c) Facebook Live – Victoria Barby asked if the Board would like to consider doing a Facebook Live Session. It was agreed that this would be worth considering for the AGM.

Jennifer Griffin noted that hosts are required for the sportscotland live Twitter “sportshour” and agreed to circulate the 2018 programme. (*Action Jennifer Griffin*)

- d) 2018 AGM – it was agreed that the date for the AGM would be 24 November and Jacqui Dunlop agreed to book the Dewars’ Centre. (*Action Jacqui Dunlop*)

### **Confirmation of Future Meeting Dates**

20-21 January – Away Weekend

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 20 MARCH 2017  
BY GOTOMEETING

Present            Michael Mather, Chair  
                      Steph Clason, Director of Finance  
                      Moira Taylor, Director of Coaching  
                      Martin Strang, Director of Participation  
                      Vincent Bryson, Independent Director  
                      Claudine Jennings, Director of Performance  
                      Douglas Blyth, Director of Governance  
                      Jamie Frail, 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 FOR ITEMS ON AGENDA

No conflicts of interest were noted for any of the items on the Agenda.

3. APPROVAL OF MINUTES OF 25 FEBRUARY 2017

It was agreed that the minutes of the meeting of 25 February 2017 were a true record.

4. MATTERS ARISING FROM MINUTES OF 25 FEBRUARY 2017 BUT NOT ON THE AGENDA

- a) Scottish Archery Trading Name – Michael Mather reported that the cost to register the name is £200, plus £50 for each iteration and category. Michael Mather agreed to circulate the costs and the rationale for registering the name, ahead of a decision to be made at the April Board meeting. (*Action Michael Mather*)
- b) Email Addresses – Vincent Bryson reported that he will action the new email addresses following 1 April and it was agreed that this would be put on the Agenda for the next meeting in order that costs and email addresses can be discussed and approved.
- c) Disability Archery – The Tournament Committee have been given details of the Disability Championships and it was noted that the organisation of the event would sit with the Disability Officer and the Tournament Committee will assist him.
- d) Coaching Courses – Moira Taylor confirmed that she had written to the three tutors and the course organiser regarding the coaching courses.
- e) Transplant Games – Martin Strang noted that he has sent emails to request more information and is still awaiting a response. Moira Taylor has also emailed Kath Fitzpatrick

and is yet to receive a response. Martin Strang agreed to follow up the emails and report back. (*Action Martin Strang*)

- f) CRM System – Alan Martin confirmed that he gone back to ArcheryGB with Scottish Archery’s requirements. He noted that their response seemed to suggest that Scottish Archery will only be able to view the Scottish data and not manipulate it which will make it difficult to do the reports which sportscotland require. Alan Martin agreed to confirm what sportscotland’s requirements were in terms of reporting and confirm with ArcheryGB what the minimum requirements were. (*Action Alan Martin*)

## 5. BUDGETS

Michael Mather reported that the sportscotland investment will be confirmed in April and can be made public at that time. Directors were asked to work with Alan Martin over the next two weeks to produce budgets. Martin Strang and Alan Martin agreed to work together to produce a budget for Participation as this was a new budget area. (*Action All*)

## 6. RISK MANAGEMENT

It was agreed that both Risk Management and Child Protection would be a standing item on the Agenda.

## 7. COACHNG UPDATE

- a) Coaches Mailing List – Moira Taylor reported that the Scottish Archery mailing list has 107 names (6 no emails) and the ArcheryGB list has 83.
- b) Soft Archery – Moira Taylor reported that a further 21 Young Leaders have been trained on soft archery in East Renfrewshire. Moira Taylor has also observed the Active Schools Co-ordinator with a view to him running further YL training sessions. Certificates are being given to all attendees.
- c) Coaches Consultation Workshop - A ‘Go to Meeting’ call has been arranged with Moira Taylor, Alan Martin & Dave Tillotson of AGB on 27 March to discuss the Coaches Consultation workshops. A date planned for a Scottish workshop has been postponed however it is hoped that Dave Tillotson will come to Scotland for a meeting and it is hoped that some coaches will be able to attend.

Alan Martin and Moira Taylor are working with Dave Tillotson to ensure that when hosting a workshop in Scotland that AGB’s presentation aligns with Scottish Archery’s Coaching Strategy.

- d) Coaching Courses - Following an update regarding Level 1 and level 2 Courses Moira Taylor has written to the 3 Senior Coaches in an attempt to improve internal communication.
- e) Coaches Questionnaire – the results are now completed and Moira Taylor is hoping to circulate once the personal information has been withheld through a newsletter.
- f) Eastern Area Development Squad – Moira Taylor reported that she had ran the Eastern Area Development Squad during January, and March with 12 archers attending. Support staff were Victoria Barby, Stuart Barby, Pip Tucknott and Steph Clason. The squad members

benefited from being able to talk to archers of GB level. Coaches in the Eastern Area were offered the opportunity to attend for development and experience and two coaches accepted the offer, however only one managed to attend however his feedback was that he learned a lot.

- g) ArcheryGB Competition Handbook - copies of the AGB Competition Handbook have still not arrived and Moira Taylor will chase this up. (*Action Moira Taylor*)
- h) Level 1 Coaching Course - a Level 1 Coach training course has been arranged between April and June. Exact number of candidates not yet known.
- i) Coach Educators – Moira Taylor reported that Scottish Archery will have two new Coach Educators qualified under PDA (Professional Development Award) over the next month and is waiting to hear the outcome of one other candidate. These courses have been paid for entirely by **sportscotland**.
- j) Coaching Subsidies - In light of recent budget cuts to **sportscotland** by the Government there has been a drop in the level of UKCC subsidies payable to Coach training course candidates (eg Level 1 and 2) with immediate effect. Current sums already notified will be honoured.
- k) Scottish Disability Sport Summer Camp - Scottish Disability Sport is looking for Coaches to help with their summer camp. Moira Taylor has written to Mark Gaffney for further info and will then circulate to Coaches. It is hoped to have a newsletter out to Coaches within the next few weeks.

#### 8. KPMG ACTION POINTS

Alan Martin confirmed that he is waiting on the Communication Plan being updated. Alan Martin and Michael Mather are working on the Directors pack and Alan Martin agreed to send the draft to Michael Mather. (*Action Alan Martin*)

The Budgetary points are currently being addressed and it was noted that there needs to be a clear process on who can sign off expenditure. Alan Martin agreed to produce a signing authority policy and send to Michael Mather. (*Action Alan Martin*)

#### 9. STRATEGIC PLAN

Alan Martin confirmed that he had updated the Strategic Plan and Alan Martin agreed to circulate a dated copy to the Board. (*Action Alan Martin*)

It was noted that it will the Strategic Plan will be published when the sportscotland investment is confirmed and it is hoped to get it circulated to members by early April.

#### 10. CONSULTANTS

Alan Martin confirmed that he had circulated information about Consultants and it was agreed that this would go on the Agenda for the meeting on 29 April for a fuller discussion once the sportscotland investment was confirmed.

#### 11. SUB-COMMITTEES

It was noted that Ged Laing is trying to resurrect the Western Area. Alan Martin noted that a recommendation of the KPMG audit was that Directors should have sub-groups in order to aid succession planning. It was noted that the sub-group did not need to meet but could correspond by email.

#### 12. PARTICIPATION UPDATE

Martin Strang noted that he has been approached by the Boys Brigade about Scottish Archery attending their camp in Haddington in April. Michael Mather noted that the Boys Brigade will have their own trained Archery Leaders. It was agreed that Martin Strang would find out about insurance, and their coaching requirements and risk assessments. (*Action Martin Strang*)

#### 13. MEMBERS FORUM

A request for clarification on insurance had been submitted by Frank Schallmoser as an article had appeared in a BASC publication implying that their members could do archery and were covered by ArcheryGB's insurance. ArcheryGB have confirmed that this is not the case and that ArcheryGB's insurance only covers its own members and they have responded to Frank Schallmoser directly.

#### 14. EQUALITY

Michael Mather reported that Scottish Archery will move to the next level of the equality standard and he will liaise with Douglas Blyth on this. (*Action Michael Mather/Douglas Blyth*)

It was noted that the Equality Policy needs updated and Douglas Blyth noted that he will get this done by the end of the week. (*Action Douglas Blyth*)

#### 15. DIRECTORS' REPORTS

Directors Reports are due to be completed by the end of March. (*Action all*)

#### 16. AOCB

- a) Child Protection – Jamie Frail agreed to speak with Martin Symonds regarding the reporting of Child Protection matters as this will now be a standing item on the Agenda. (*Action Jamie Frail*)
- b) Tournament Organisers Committee – Phyllis Pettett had submitted a report of the recent Tournament Organisers Meeting which was attended by 20 tournament organisers
- c) Emails – Jacqui Dunlop agreed to circulate a list of the current Directors emails addresses. (*Action Jacqui Dunlop*)
- d) Range Assessors – Michael Mather reported that there are two Range Assessors in Scotland – himself and Bob Provan. ArcheryGB will be communicating with every club in Scotland at the beginning of April where they will have to submit to ArcheryGB a declaration that their ground meets ArcheryGB Rules of Shooting or have a Range Assessor out to their club to do an assessment and he noted that any failure to do so will have an impact on any insurance

claim.

- e) Funding Requests – Michael Mather noted that there had been a couple of funding requests circulated and those Directors who had not responded were asked to do so as soon as possible. One of the requests was for funding for Brad Stewart to attend a qualification Shoot and it was noted that this may be funded through Scottish Disability Sport. Michael Mather agreed to re-circulate the funding requests made by Claudine Jennings and then a response could be formalised. (*Action Michael Mather*)

17. During the course of the Board Meeting there was a period where the Executive Development Officer and the Administrator were requested to leave the meeting as there required to be a discussion about future staffing levels and the associated costs based on the Investment levels advised by **sportscotland**. The following items were discussed and agreed:

- a. The Executive Development Officer post would be re-structured and re-designated as 'Head of Pathways' with a revised role profile and potential revised contract at time of renewal (August 2017)
- b. Our administrator, Jacqui Dunlop, is currently not an employee of Scottish Archery as the contract that we have for her services is with Glenearn Secretarial Services. It was agreed that it would be fully appropriate to invite Jacqui to formally join the Scottish Archery payroll with a similar underlying cost structure to what is currently spent on her services.
- c. An integral part of our underlying strategy is that Scottish Archery will create a post of 'Chief Operating Officer' as a part-time post. This post will not, at this stage, be funded through **sportscotland** investment. There was a discussion on whether this post should therefore be created and funded from within the current funds of Scottish Archery – based on self-generated income (membership fees) and use of reserves as appropriate. It was agreed by the Board to progress on this basis. (0.4 FTE)
- d. Funding from **sportscotland** will fund a part-time Club Development Officer (0.6 FTE) and a role profile and job advert will be created and published over the coming weeks.

#### Confirmation of Future Meeting Dates

Saturday 29<sup>th</sup> April – Face To Face – West

Monday, 12<sup>th</sup> June – Go To Meeting

Saturday 22<sup>nd</sup> July – Face To Face – East

Monday, 11<sup>th</sup> September - Go To Meeting

Saturday 28<sup>th</sup> October – Face To Face – West

Saturday 18<sup>th</sup> November – AGM – Perth

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
SATURDAY, 22 JULY 2017  
AT CALEDONIA HOUSE, EDINBURGH

Present

**Board Members**

Moirra Taylor, Director of Coaching - acting as Chair for meeting  
Victoria Barby, Director of Communications  
Vincent Bryson, Independent Director  
Claudine Jennings, Director of Performance  
Steph Clason, Finance Director

**Non Board Members**

Michael Mather, Chief Operating Officer  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Douglas Blyth, Director of Governance, Alan Martin, Executive Development Officer and Jennifer Griffin of sportscotland.

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

There were no conflicts of Interest noted for this meeting.

3. APPROVAL OF MINUTES OF 12 JUNE 2017

It was agreed that the minutes of the meeting of 12 June 2017 were a true record of the meeting held.

4. MATTERS ARISING FROM MINUTES OF 12 JUNE 2017 BUT NOT ON THE AGENDA

- a) Child Protection- Michael Mather reported that he and Jamie Frail had met with Scottish Archery's Child Protection Officer regarding an ongoing case with ArcheryGB. Jamie Frail will review the case and report back to Archery GB by the end of August. It was noted that Scottish Archery's Child Protection policies and procedures were robust but these would also be reviewed along with the processing of the PVGs. Michael Mather agreed to liaise with Jamie Frail and report back to the Board on case and the reviewing of the Child Protection procedures. (*Action Michael Mather/Jamie Frail*)
- b) Trading Name – it was agreed that this would not be progressed and that it would be kept on the risk register.
- c) ArcheryGB – Michael Mather reported that he and Vincent Bryson had a Conference call with Neil Armitage and Dave Tillotson. There was a discussion on funding and ArcheryGB confirmed that they would be happy to look at any project specific proposals for funding. It was noted that Scottish Archery should provide a business case for a Scottish project and

Victoria Barby noted that Scotland running a similar project to one which is ongoing currently in England such as the National Trust, may be beneficial. It was agreed that Directors would give consideration to a project and send these to Michael Mather to collate. (*Action All*)

- d) Scottish Archery Flyers – Michael Mather has sourced a copy of the 2010 World Cup Flyer, however it was out of date. It was agreed that Michael Mather would produce a generic Scottish Archery flyer. (*Action Michael Mather*)
- e) Juniors – Victoria Barby had contacted the member who had raised the questions regarding juniors, and a plan is to be submitted on suggestions.
- f) Northern Area – Michael Mather had met Fiona Hirst from the Northern area to discuss the way forward for the area. It was noted that it was a constructive meeting and the Board agreed that Michael Mather should work to support the Northern Area and produce a business case. (*Action Michael Mather*)

Claudine Jennings noted that it would be her preference for the Areas to take responsibility for Academy and Senior Squad training.

There was a discussion on the Western Area and it was agreed that Michael Mather should facilitate an AGM to try and resurrect the Western Area. It was agreed that Scottish Archery would fund the hiring of a room/refreshments and the aim would be that the meeting would be held by the start of September. (*Action Michael Mather*)

One of the aims of the Northern Area would be to run training days using experienced archers. Claudine Jennings noted that no-one in the High-Performance squad is coached by a licenced coach and that the model that the Northern Area would be using for their training days would also not be using coaches. It was suggested that Scottish Archery should investigate a way to fast track the experienced archers who are running training days to get a coaching qualification. This would meet the objectives of Scottish Archery and inject stimulus into the Areas. Moira Taylor noted that she is waiting to hear from Hannah Bussey from ArcheryGB on coaching and that there will be a re-launch of ArcheryGB's coaching function in July.

## 5. FINANCES

Steph Clason circulated the Trial Balance and Nominal Ledger (copy on file). Michael Mather and Alan Martin will look at Kasflow to ensure that it better reflects the coding structure that Scottish Archery requires on an operational level and to ensure that the reports are clear.

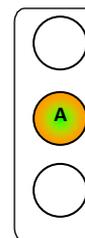
Victoria Barby confirmed that the Annual Accounts are now on the website.

## 6. COO – FLASH REPORT

Michael Mather circulated a copy of the COO's Flash Report and the Board agreed the format.

The Report provided a summary against the Strategic Outcomes

- Membership – 2301, analysis carried out
- (Clubs – 95) – not strategic but important
- Coaching – 2 Level 1 courses held and 1 L2 in planning
- Performance – Nathan McQueen still on Podium Potential, Brad Stewart selected for GB team. Matthew Wong in GB junior
- COO appointed and in post
- CDO advertised – interviews completed, Successful candidate to start mid August
- Development Audit – Satisfactory with comments achieved
- Area performance squad – 1 to be setup (East)?
- 3 Lead Clubs and 5 Accessible – 2 Lead clubs identified still to formalise agreement
- Board to complete self assessment Governance Framework check
- Board to complete development audit outputs
- Board to complete Governance framework action points



Concern regarding the drop in membership figures was noted. Scottish Archery were working towards an increase in membership figures of 2,768, but there are currently 2,301 members. This is mainly due to removal of en-bloc clubs by ArcheryGB. Michael Mather noted that this has been highlighted to sportscotland along with the actions which Scottish Archery are taking to improve the membership numbers. There has been agreement from ArcheryGB that they would be willing to explore a potential new category of membership which Scottish Archery can implement around clubs that may be restricted to using 'Soft Archery' / Arrows Kits. The initial suggestion to Archery GB was that they could potentially affiliate but would have no insurance or voting rights. It was agreed by the Board that Michael Mather should work up a formal proposal for this to potentially be presented to the Scottish Archery AGM and also to be discussed in some detail with Archery GB. *(Action: Michael Mather)*

## 7. BOARD STRUCTURE

The Director of Governance has asked if his remit could be changed to the Director of Participation. It was noted that as there is now a Chief Operating Officer in place, more of the governance responsibilities would lie with him. The purpose of the role of Director of Governance was initially set up to ensure that Policies and Procedures were in place and this is now complete.

One Board Member suggested that it was important for the membership to feel that the Participation post was filled, and it was also noted that the Performance Director has no-one to delegate to so felt it was an operational as well as strategic role. It was agreed that it is a transitional period for the Board, as staff are brought on Board. There is also a proposal to increase the number of independent directors to "up to 50% of the Board" and the Board member suggested that this may make members feel that the Board is inaccessible to them. Michael Mather noted that sport has change and it is important to get the right balance between a volunteer led Board and also staff, to ensure that it is less onerous for Board members.

It was agreed that Douglas Blyth's remit would change to Director of Participation and that Michael Mather would look at the Board roles in order that any changes can be made at the AGM. *(Action Michael Mather)*

## 8. CLUBS THAT AFFILIATE TO ARCHERYGB BUT NOT SCOTTISH ARCHERY

Michael Mather noted that it had come to light that there are Scottish Clubs which are affiliating to ArcheryGB only and not to Scottish Archery. It was noted that the ArcheryGB bye laws

“recommend” that Clubs affiliate to the Home Nations. It was noted that any new CRM system has to be fit for purpose to allow Scottish Archery to collate data in order that Scottish Archery can provide sportscotland with the necessary reports. It was agreed that Alan Martin would look at this on his return. (*Action Alan Martin*)

#### 9. AGM MATTERS

- a) Tina James Trophy – a donation had been received by Bill Gilchrist and matched by Michael Mather to purchase a Tina James Trophy which will be awarded to the person who attends the most shoots in Scotland and awarded at the AGM.
- b) Hall of Fame/Coach and Volunteer Awards – Michael Mather will look into the Hall of Fame and Coach and Volunteer Awards and prepare the necessary paperwork to be issued in order that these can be presented at the AGM. (*Action Michael Mather*)
- c) Review of Articles and By Laws for AGM – Michael Mather had reviewed the Articles of Association and Bye Laws for the AGM. These were:

The potential inclusion-of a new membership category of ScotSoft Archery Clubs. These clubs would have no insurance and no voting rights and would potentially not join Archery GB. This does require a substantial amount of further work prior to being submitted for consideration to the Scottish Archery AGM and shared with Archery GB.

The provision to have up to 50% of the Board, including the Chair, made up of independent directors.

The removal of the Director of Member Services, as this position no longer exists on the Board.

The Board agreed the proposals and Michael Mather agreed to contact sportscotland’s expert legal resource, Harper McLeod, to ensure that the changes were compliant with company law.

#### 10. SCOTTISH RANKINGS AND NEW CLASSIFICATION AWARDS

Victoria Barby noted that the rankings were the most looked at part of the Scottish Archery website and noted the introduction of a new Classification award for 3 x 12 doz rounds. The aim will be to present the award at the Scottish Archery AGM.

#### 11. NEWSLETTER CONTENT

Victoria Barby circulated a Newsletter Forward Planner 2017-2018 which outlined who would be responsible for submitting articles for the Newsletter. The Board agreed the timetable.

#### 12. KPMG ACTION POINTS

The action points were covered in the Chief Operating Officer’s Flash Report.

#### 13. RISK REGISTER

Vincent Bryson noted that the Risk Register remains unchanged from June. The main risk is the interim Chair appointment. Jacqui Dunlop agreed to circulate the advert for the Chair around the Clubs again. *(Action Jacqui Dunlop)*

#### 14. PERFORMANCE

Claudine Jennings provided the undernoted update.

- Matthew Wong competed for Team GB at the second leg of the European Youth Club in Croatia, qualifying in fourth place in the Cadet Compound Men division with a new world record for the team qualifying (subject to ratification). He also won the U18 National Compound Championship at the National Junior Outdoors. Claudine Jennings noted that Scotland were unable to field a full team at the National Junior Outdoors.
- At the senior Euro nations Scotland won the compound competition. There were some concerns regarding Home Nation eligibility at the event.
- The British Target team has been selected and published on the website.
- There were nine applications for funding through Scottish Archery's International Representation Fund with 6 archers being funded to attend 9 different competitions. Currently any archer who is resident in Scotland can apply for funding. The fund is now closed until next year and Claudine Jennings will review the criteria for 2018 applications. *(Action Claudine Jennings)*
- The para-squad at Edinburgh University requires a review as there are currently only two archers on the programme- Edinburgh University are keen to keep the partnership, but there is no pathway into the squad. It was agreed that this would be deferred until Alan Martin's role was redefined and would fall under his remit.
- Academy – the next Academy will run in September and Claudine Jennings noted that she will be advertising for Coaches to run it. Moira Taylor agreed to contact the Coaches but this had been tried in the past. Vincent Bryson noted that some incentivisation should be given to encourage coaches, such as pay, kit. It was felt that it was important to set out what the key responsibilities of the role would be. It was agreed that this was something which Alan Martin may be able to assist with in his newly defined role.

#### 15. COACHING

Moira Taylor provided the undernoted coaching update:

- Coaches Mailing List – there are now 122 names on the Scottish Archery Coaching Mailing List which includes instructors, with the ArcheryGB list having 86 names.
- The Level 1 coach training course was completed in June with 8 successful candidates (affiliated to Scottish Archery). A further level 1 coaching course is running in May/June by Clyde Archers and the anticipated numbers on the course is 12.

- The Northern Area is looking into the possibility of a running a Level 1 course, as is Shetland.
- A Level 2 course has been scheduled to start in September at Armadale. The Coaching Director is liaising with the organisers regarding the numbers as it important to fill the course.
- Dates for PDA (Coach Educator Training) for 2017/2018 have been received from sportscotland and will be distributed to coaches and requesting their commitment to tutoring prior to deciding if Scottish Archery should recommend them for the course.
- Transplant Games – 27 July 2017. Requests for assistance at the Transplant Games have been circulated to coaches, and there are now sufficient volunteers for the Archery event.
- The Coaching Network in Scotland Conference is scheduled for 16/17 September at Inverclyde. Invitations were distributed via the mailing list and social media and there are currently 32 coaches attending. Meetings have been held with sportscotland and Scottish Disability Sport regarding speakers and input.
- The Director of Coaching is in the process of setting up a Coaching Committee and has contacted all those Coaches who have expressed an interest in assisting.
- A Coaching Network Newsletter was distributed to coaches in June.

#### 16. EQUALITY UPDATE

Michael Mather reported that he and Vincent Bryson will be attending the sportscotland equality session on 31 August. It was noted that consideration will have to be given on the Board lead on equality following Douglas Blyth's remit change.

#### 17. DIRECTORS' REPORTS

Directors' reports were submitted and taken as read.

#### 18. MEMBERS FORUM

No items had been received from the membership.

#### 19. AOCB

- a) Director of Performance – Claudine Jennings noted that due to work commitments she may have less time to dedicate to the role of Director of Performance, and may consider stepping down at the AGM.
- b) Female Festival of Sport – Michael Mather is attending a meeting on 1 September regarding the Female Festival of Sport.
- c) Range Assessments – All ranges in Scotland will need to be assessed by the end of September, and currently only 30% of Clubs in Scotland have done so. Jacqui Dunlop agreed to circulate a reminder to Clubs. (*Action Jacqui Dunlop*)

- d) Southern Countries – Michael Mather had received communication from Southern Countries regarding some issues around ArcheryGB and it was agreed that Michael should formulate a response.
- e) Transplant Games – the Transplant Games takes place the last week in July and Moira Taylor agreed to provide some photographs for the website. (*Action Moira Taylor*)
- f) Chair – Vincent Bryson agreed to Chair the next Scottish Archery Board meeting.

#### **Confirmation of Future Meeting Dates**

Saturday 22<sup>nd</sup> July – Face To Face – East

Monday, 11<sup>th</sup> September - Go To Meeting

Saturday 28<sup>th</sup> October – Face To Face – West

Saturday 18<sup>th</sup> November – AGM – Perth

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
SATURDAY, 25 FEBRUARY 2017  
AT CALEDONIA HOUSE, EDINBURGH

Present            Michael Mather, Chair  
                      Claudine Jennings, Director of Performance  
                      Steph Clason, Director of Finance  
                      Moirra Taylor, Director of Coaching  
                      Martin Strang, Director of Participation  
                      Vincent Bryson, Independent Director  
                      Alan Martin, Executive Development Officer  
                      Jennifer Griffin, 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, Douglas Blyth and Jamie Frail.

2. ANNUAL CONFLICT OF INTEREST

Annual Conflict of Interest documents were circulated and Directors asked to sign and return as soon as possible. (*Action All Directors*)

3. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

No conflicts of interest were noted for any of the items on the Agenda

4. MINUTES OF MEETING OF 9 JANUARY 2017

It was agreed that the minutes of the meeting of 9 January 2017 were a true record.

4. ACTIONS ARISING FROM MINUTES OF MEETING OF 9 JANUARY 2017 BUT NOT ON THE AGENDA

- a) Scottish Archery Trading Name – Michael Mather agreed to investigate how Scottish Archery protects its brand. (*Action Michael Mather*)
- b) Emails – it was agreed that each director should have a @scottisharchery.org.uk email address at a cost of £75 per year for each email account. Vincent Bryson agreed to organise the email accounts. (*Action Vincent Bryson*)
- c) Areas – Martin Strang confirmed that he is in discussion with Fiona Hirst regarding a Northern Area competition.
- d) Strategic Plan – it was hoped to get the Strategic Plan information out to members as soon as possible, although this will be impacted by the sportscotland investment so will be distributed following the decision by sportscotland.

- e) Academy – an invitation was extended to the senior coaches to attend the Academy but there were none in attendance. Moira Taylor confirmed she had written to all three to offer a meeting, but had only heard back from one.
- f) Support for Performance Director – Claudine Jennings agreed to advertise for a senior and junior team manager on a voluntary basis, with expenses and kit. It was noted that training could be provided which would cover areas such as safeguarding and PVG. (*Action Claudine Jennings*)
- g) Competitions – Moira Taylor noted that ArcheryGB have produced a Competition Handbook and she has requested some hard copies.
- h) Child Protection – Michael Mather noted that a few procedural issues with the PVG process has come to light and these are being investigated over the next two to three weeks and the appropriate action is being take to remedy this.

Martin Strang sought clarification on what the disciplinary procedures were for Scottish Archery and this was explained.

## 5. FINANCES

Alan Martin gave a presentation on the proposal which would see budgets tracked against the various income streams such as SAA funds, sportscotland investment, Awards for All etc. This will allow for better reporting to sportscotland and also ensures that Directors are aware of how much is in their budget at any time and means that budgets are being spent. It was agreed that there should be a separate tab on the main spreadsheet for each director and that this should be available on the cloud. It was agreed that Jacqui Dunlop would code the expenditure and income on Kashflow as is done currently but this can be streamlined to ensure that it is allocated correctly and that work will be done with Steph Clason and Alan Martin to ensure correct coding.

## 6. DISABILITY ARCHERY

The Disability championships will take place as standalone event in October or November 2017. There was a discussion on what constitutes a disability and it was agreed that ArcheryGB definition of Disability should be used on the entry form with a tick box for entrants to confirm if they comply. It was agreed that the Disability Championships would be passed to the Tournament Organisers Committee to arrange and also to consider the Outdoor Disability Championships and asked them to make recommendations for the April Board meeting, and work with the Disability Officer. (*Action Jacqui Dunlop*)

## 7. SPORTSCOTLAND INVESTMENT

Jennifer Griffin gave an update on sportscotland investment however no action can be taken until the official notification from sportscotland.

## 8. KPMG ACTION POINTS

Alan Martin gave a brief presentation on the KPMG Action points which included the Financial Procedures. Michael Mather noted that a scam email had been received and the financial

process and procedures had worked well.

It was agreed that the financial procedures, previously circulated, would be agreed by Silent Procedures by 3 March 2017.

It was agreed that the KPMG Action Points would remain on the Agenda for the next few Board meetings.

#### 9. STRATEGIC PLAN

Alan Martin reported that the Strategic Plan had been submitted with the Investment Papers and a final version will be produced. It was agreed that a modified version, using plain English would be done for the Membership as well as a shorter version for those who don't want to look at the entire document but would prefer something more succinct. It was agreed that the production of the Strategic Plan literature would be deferred until the sportscotland investment decision was known.

#### 10. CONSULTANTS

It was agreed that this would be deferred until the sportscotland investment decision was known.

#### 11. MEMBERSHIP UPDATE

Alan Martin confirmed that he now received the ArcheryGB membership information. There has been a significant membership drop and Alan Martin is working through the challenges some of which are caused by the process which ArcheryGB has for affiliations and the removal of the en-bloc for Junior clubs. Two or three clubs have also not re-affiliated and this was due to the death of the lead of the club and the loss of facilities at another club, although there are potentially 14 new clubs who Alan Martin is working with.

#### 12. PERFORMANCE UPDATE

Claudine Jennings noted that Nathan MacQueen won the Dubai Para competition and Brad Stewart has now been formally invited to the Archery GB Para Academy. ArcheryGB have lost all of its Olympic Funding from UKsport but para funding is not affected by this.

#### 13. COACHING UPDATE

Moira Taylor noted that she continues to work to get a definitive list of Scottish Archery Coaches with the Scottish list containing 107 names, but ArcheryGB only showing 74.

Coaches had been asked to volunteer at the Eastern Area Coaching workshop but unfortunately no-one came forward so this initiative will now not go ahead.

Fourteen young leaders from Renfrew High and 20 PE teachers from Clackmannanshire have been trained in soft archery.

ArcheryGB will be running a consultation workshop in March and Alan Martin is working with ArcheryGB to have one in Scotland. The aim will then be to get as many Scottish coaches attending as possible so the next Coaches Workshop will be postponed until September or

October. Moira Taylor is investigating whether the next Scottish Archery Coaches Workshop should be held over a weekend and include an overnight stay.

Moira Taylor noted concern about the lack of communication on the Level 1 and Level 2 UKCC courses running in Scotland. It was noted that Coaching is at the root of the Scottish Archery Strategic plan and as such Scottish Archery requires to have ownership of the courses. It was noted that the current system adds value but is still lying out with Scottish Archery.

It was agreed that Michael Mather would write to the three tutors and the course organiser and confirm that all coaching courses must come through the Scottish Archery Board and will advise ArcheryGB of the new procedure. (*Action Michael Mather*)

Moira Taylor circulated the results of the recent coaching survey which contained a lot of positive feedback.

#### 14. EQUALITY UPDATE

Michael Mather reported that during the next four-year period Scottish Archery have committed to obtaining Preliminary Level of the Equality Standard.

#### 15. MEMBERS' FORUM

No response had been received for Members Forum.

#### 16. DIRECTORS REPORTS

Directors Reports are due at the end of February 2017.

#### 17. PARTICIPATION UPDATE

- a) Transplant Games – Martin Strang noted that Archery will form part of the Transplant Games which take place at Ravenscraig on 27 July. It was suggested that a Satellite Archery event takes place ahead of the Games and it was agreed that Martin Strang would get more information both on the Satellite and the main event regarding insurance, supply of equipment and expected numbers. (*Action Martin Strang*)

Moira Taylor agreed to contact Cath Fitzpatrick to see to see what involvement there is at a National level and Michael Mather agreed to contact the ArcheryGB Office. (*Action Moira Taylor/Michael Mather*)

- b) Waiting times – Alan Martin confirmed that he is working with clubs regarding the reduction of waiting lists. Michael Mather noted that with 111 clubs that is not enough to meet the demand and work will be done with Alan Martin to see how this can be expanded. A club survey has been prepared which will highlight capacity and this will be issued shortly.

#### 18. AOCB

- a) ArcheryGB CRM System – Alan Martin, Victoria Barby and Michael Mather had a call with ArcheryGB regarding the tendering process for the new ArcheryGB CRM system. Alan Martin gave a brief overview of the requirements and the requirements which were specific

to Scotland. It was agreed that the Scottish requirements should be sent to ArcheryGB.  
(Action Alan Martin)

- b) Junior Euronations – Claudine Jennings noted that despite repeated conversations with ArcheryGB they have decided to hold the Junior Euronations as part of the Talent Week which takes place on the week that the Scottish Schools return. She has asked them if the competition can be held at the weekend to allow for the inclusion of a Scottish Team but until this is confirmed she feels that it will be difficult to select a team as archers will have to come out of school.
- c) Funding – it was agreed that if any members require funding they should put in a request to the Board and these will be dealt with on a case by case basis.

Meetings for the remainder of 2017 were confirmed as:

Friday, 10<sup>th</sup> March - GoToMeeting

Monday, 20<sup>th</sup> March – GoToMeeting

Saturday, 29<sup>th</sup> April – Face To Face – West

Monday, 12<sup>th</sup> June – GoToMeeting

Saturday, 22<sup>nd</sup> July – Face To Face – East

Monday, – 11<sup>th</sup> September – GoToMeeting

Saturday, 28<sup>th</sup> October – Face To Face – West

Saturday, 18<sup>th</sup> November – AGM – Perth

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
SATURDAY, 28 OCTOBER 2017  
AT SPORTSCOTLAND'S OFFICES, TEMPLETON, GLASGOW

Present

**Board Members**

Vincent Bryson, Independent Director – Interim Chairperson  
Moirra Taylor, Director of Coaching  
Victoria Barby, Director of Communications  
Claudine Jennings, Director of Performance  
Steph Clason, Finance Director

**Non Board Members**

Michael Mather, Chief Operating Officer  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Douglas Blyth, Director of Participation, and Jennifer Griffin of **sportscotland**.

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

There were no conflicts of interest noted.

3. APPROVAL OF MINUTES OF 11 SEPTEMBER 2017

It was agreed that the minutes of the meeting of 11 September 2017 were a true record of the meeting held.

4. MATTERS ARISING FROM MINUTES OF 11 SEPTEMBER 2017 BUT NOT ON THE AGENDA

- a) Child Protection- Michael Mather confirmed he is working with Jamie Frail on an outstanding issue and Vincent Bryson agreed to contact Jamie Frail regarding this. (*Action Vincent Bryson*)

Michael Mather confirmed that the Child Protection Officer has presented a protocol to Volunteer Scotland regarding the Coach Renewals and the PVG Scheme and they have indicated that they are happy with this and final confirmation is awaited from Ann Ferguson from Volunteer Scotland.

It was agreed that if the procedures change so that Scotland are responsible for the PVGs in relation to the coaching renewals then Michael Mather would write to ArcheryGB to request a rebate of membership fees, or ArcheryGB to pay a fee per PVG.

It was agreed that Michael Mather would meet with the CPO regarding the proposed new procedure. (*Action Michael Mather*)

Vincent Bryson reported that there may be merit in a group of small governing bodies

working together to pay for a shared child protection provision.

It was noted that the child protection policies are required to be looked at as part of the ongoing policy review and that a Director on the Board should have overall responsibility for Child Protection matters and reporting. It was agreed that this would be decided following the forthcoming AGM.

It was agreed that Child Protection would be included on the Risk Register. (*Action Vincent Bryson*)

- b) Junior Fun Shoot – This competition was cancelled due to lack of numbers and Michael Mather agreed to contact the organiser to find out how the entrants were being refunded. (*Action Michael Mather*)

It was agreed that it would be beneficial to try this format of competition again next year and Michael Mather agreed to contact the organiser for a debrief. (*Action Michael Mather*)

- c) Northern Area – The Chief Operating Officer, Club Development Officer and the Pathways Manager attended a meeting with the Northern Area committee on Thursday 21<sup>st</sup> September in Montrose. A launch meeting to the Northern Area is planned for 17 February 2018. Scottish Archery will give the area as much support as possible and it was noted that each area is eligible for £1,000 for squad/academy development.
- d) Western Area – Michael Mather confirmed that the AGM of the Western Area took place on 28 October 2017.
- e) AGM – Michael Mather confirmed that the paperwork for the AGM had been issued, including the Annual Report and Accounts. There is currently £103,000 in reserves and it was noted that some of this may be required for a child protection position. Tellers were required for the AGM and it was agreed that Michael Mather and Jacqui Dunlop would liaise on this. (*Action Michael Mather/Jacqui Dunlop*)

It was agreed that the deadline for nominations for the Awards to be presented at the AGM would be extended and Vincent Bryson agreed to do a promotional video for this. (*Action Vincent Bryson*)

- f) Board Structure – It was noted that the position of Director of Governance is no longer required on the Board due to the amount of work which had been carried out on the formation of the new Board and the Chief Operating Officer and Pathways Manager now being responsible. It was agreed that this would be discussed following the AGM.

## 5. FINANCES

It was confirmed that the Annual Accounts had been provided to the membership ahead of the AGM. A profit of £15,000 had been made and the reserves increased. It was noted that the reserves policy had not been updated to reflect that there are now staff and it was agreed that this would be done following the AGM.

2017/2018 Budgets – a draft budget was distributed and discussed. It was agreed that there would be better communication to the Directors regarding what was in their budgets as

the year progressed and that this could be included in the COO's Flash Report. It was noted that Directors have responsibility for their own budgets. Moira Taylor sought clarification if other Directors could allocate to her budget and it was noted that this could only be done with the budget-holders permission.

Vincent Bryson noted that the Sharepoint costs were a one-off and need not be included in this year's budgets. It was agreed that Sharepoint training could be included in the Board Away Day in January. *(Action Vincent Bryson)*

It was noted that Partnership working with other small governing bodies may help reduce some of the software costs.

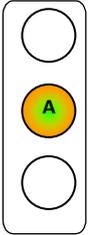
There was a discussion regarding the cost associated with a judge travelling overseas to attend competition. Michael Mather agreed to contact ArcheryGB to ask what the procedure was for this. *(Action Michael Mather)*

Insurance costs were not included but now that Scottish Archery had soft archery kits and the possibility of providing insurance for potential soft-archery clubs this may need to be considered.

Following the discussion, it was agreed that Michael Mather would produce a finalised copy of the budgets for 2017/2018 and circulate the Board. *(Action Michael Mather)*

## 6. FLASH REPORT

The Chief Operating Officer provided a Flash Report on the current status of key strategic outcomes:

<ul style="list-style-type: none"><li>• Membership – 2355 – <b>This was the last available figure from the AGB CRM system. We are currently awaiting an update from AGB for a 'final' figure as at 30<sup>th</sup> September 2017 – subsequently provided 30/10 showing 2405 AGB members in Scotland)</b></li><li>• (Clubs – 95) – not strategic but important</li><li>• Coaching – 2 Level 1 courses held and 1 L2 started in September 2017</li><li>• Performance – Nathan McQueen still on Podium Potential, Brad Stewart selected for GB team. Matthew Wong in GB junior</li><li>• COO appointed and in post</li><li>• CDO appointed and in post</li><li>• Development Audit – Satisfactory with comments achieved</li><li>• Area performance squad – 1 to be setup (North or East) <b>Offers of funding have been sent to the 3 Areas to assist in developing Academies / Squads.</b></li><li>• 3 Lead Clubs and 5 Accessible – 2 Lead clubs identified (Falkirk confirmed and announced)</li><li>• Board to complete self assessment Governance Framework check</li><li>• Board to complete development audit outputs</li><li>• Board to complete Governance framework action points</li></ul>	
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## 7. AGM

All paperwork has now been issued. Directors were asked to encourage their club members to complete proxy forms. It was noted that if the Articles are not amended to allow for an Independent Chair then Scottish Archery would have to appoint a Chair for each Board meeting.

## 8. PERFORMANCE UPDATE

- a) National Academy - Claudine Jennings submitted a paper on proposals for a National Academy (copy on file). She noted that there has to be a shift for development squads to be done at an Area level which feed into a National Academy. A lead coach would be required to be appointed to run the National Academy. It was noted that there is now a Pathways Development Manager in place which should help ease the burden of organising the Academy. Claudine Jennings noted that the venue was key to the success of the Academy. It was agreed that this would be explored further following the AGM as the role of Performance Directors was being elected.
- b) British Indoors – team selection for the British Indoors will be done on 12 November and it was noted that selection criteria is on the AGM agenda.
- c) SportsAid – it was agreed that SportAid applications would become the responsibility of the Pathways Manager.

Thanks were expressed to Claudine Jennings for her work on behalf of Scottish Archery as she was standing down at the AGM.

## 9. RISK REGISTER

It was agreed that Volunteer Capability would be added to the Risk Register. (*Action Vincent Bryson*)

## 10. COACHING UPDATE

Moira Taylor provided the undernoted coaching update:

- a) Coaches Mailing List – Scottish Archery have 123 names (7 with no emails and this includes 7 instructors and Emeritus Coach). This does not include the new Level 1 Coaches from the June Clyde Archers course which are currently not available to the Directors of Coaching. The AGB list has 84 names on it.
- b) PDA – there is one county coach who has been nominated by Scottish Archery and who has been accepted onto the training.
- c) Coaching Network in Scotland Training – this took place on 16/17 September at Inverclyde with 33 coaches attending. Feedback has now been collated and presentations received and will be distributed to the coaches who attended. The Director of Coaching noted thanks to all the speakers who contributed and the support of Scottish Disability Sport and Inverclyde.
- d) Coaching Committee – the first meeting of the Coaching Committee took place on 14 October in Perth.
- e) Junior Development Day – the Director of Coaching assisted at the Junior Development Day run by the Director of Performance on 23 September at Armadale.

- f) Soft Archery – the Director of Coaching ran a training session on Soft Archery for Clackmannanshire Council at Lornshill Academy, Alloa.
- g) Female Festival of Sport at Redford Barracks – Scottish Archery withdrew from this event as the involvement differed considerably from the original agreement.

#### 11. EQUALITY UPDATE

It was agreed that Michael Mather and Vincent Bryson would discuss who on the Board should have responsibility for Equality as it previously came under the remit of the Director of Governance. (*Action Michael Mather/ Vincent Bryson*)

It was noted that the sportscotland/SSA training calendar had been circulated which included training relating to Equality.

Claudine Jennings noted that going forward gender neutral competitions may be something which could be considered.

#### 12. BUSINESS CASE

Vincent Bryson went through the business case to be submitted to ArcheryGB, relating to fast-tracking coaches. It was noted that this could be something which AGB ran as a Pilot in Scotland.

Alan Martin had also submitted a proposal on Talent and Para Squads which would be put into the same format as the fast track coach proposal.

Vincent Bryson agreed to amend the Fast Track Coaching proposal and send to Michael Mather who would then send both proposals to ArcheryGB. (*Action Vincent Bryson/Michael Mather*)

#### 13. AOCB

- a) Membership Numbers – Michael Mather confirmed that Scottish Archery did not meet the membership targets as set out in the sportscotland investment document. The Club Development Officer is contacting the Clubs in Scotland who only affiliate to AGB and Michael Mather will be discussing with ArcheryGB how to stop this happening. Michael Mather noted that in this membership year a Scout Group has already signed up with 500 members.
- b) Southside Archers – Michael Mather is meeting with Southside Archers.
- c) Targets – Michael Mather noted that there are 5 or 6 targets belonging to Scottish Archery in Kilmarnock and a decision will need to be made about what to do with them.
- d) CRM – Michael Mather and Alan Martin will be liaising to define for AGB what Scottish Archery's requirements are for Sport80. There are changes to the Data Protection Act next year which may also have implications for this.
- e) Board Appraisals – it was confirmed that Board Appraisals will be carried out.

f) Newsletter – the next newsletter is issued on 31 October.

**Confirmation of Future Meeting Dates**  
Saturday 18<sup>th</sup> November – AGM – Perth

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
SATURDAY, 29 APRIL 2017  
AT  
SPORTSCOTLAND'S OFFICES, GLASGOW

Present            Michael Mather, Chair  
                      Moira Taylor, Director of Coaching  
                      Martin Strang, Director of Participation  
                      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, Claudine Jennings, Steph Clason, Douglas Blyth, Jamie Frail and Jennifer Griffin.

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

Michael Mather noted a Conflict of Interest under Item 6 - Recruitment.

3. APPROVAL OF MINUTES OF 20 MARCH 2017

It was agreed that the minutes of the meeting of 20 March 2017 were a true record and as the sportscotland investment decision was now able to be made public, the minutes could be published on the website. (*Action Jacqui Dunlop*)

4. MATTERS ARISING FROM MINUTES OF 20 MARCH 2017 BUT NOT ON THE AGENDA

- a) CRM System – two potential opportunities are being explored but it was noted that any system needs to meet the requirements of Scottish Clubs and Members.
- b) Budget – Michael Mather reported that the Board are now working to the new budgets. The participation budget is linked to the Development budget. It was agreed that there would be an Agenda item every month on budgets.
- c) Child Protection – Alan Martin gave an update on the recent Child Protection meeting he had attended. He noted that any policy should be specific to the organisation, governing bodies should ensure that clubs engage and understand MORs (Minimum Operating Requirements) and consideration should be given to the establishment of a Young People's Forum.

It was agreed that there should be a report at each Board meeting from the Child Protection Officer and Michael Mather agreed to contact him regarding the report and also to request a meeting. (*Action Michael Mather*)

Alan Martin noted that there may be an opportunity at the Club Development Conference to highlight the importance of Child Protection and show the process of obtaining PVG Membership.

- d) Investment Agreement – Michael Mather confirmed that the investment agreement with sportscotland has now been signed and he will provide an article for the website and social media detailing the investment for the membership. (*Action Michael Mather*)

## 5. FINANCES

Steph Clason has submitted a nominal ledger and trial balance which was in line with expectations (copy on file).

It was noted that it was important that there is an accurate measurement of affiliations as this is linked to sportscotland investment.

## 6. SPORTSCOTLAND INVESTMENT

Michael Mather reported that sportscotland's investment totalled £88,000 for the current **sportscotland** financial year (1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018) which is a 42% increase in funding.

Alan Martin confirmed that the Club Development Officer advert is ready to be advertised with interviews set for 1 June and a panel consisting of Alan Martin, Jennifer Griffin, Jamie Frail and Victoria Barby.

Michael Mather reported that the contract is being worked on for The Administrator's position and this should be signed off shortly.

The Chief Operating Officer position had been advertised and was progressing.

It was agreed that the Annual Leave/Performance Management System would be progressed when the new staff were in place.

## 7. CONSULTANTS

It was agreed that clarity of objective was critical and it was agreed that Alan Martin would produce a one page summary of the pros and cons of appointing consultants and circulate around the Board and a decision would be deferred until staff vacancies were filled. (*Action Alan Martin*)

Alan Martin also agreed to identify with ArcheryGB any commercial relationships they have with organisations. (*Action Alan Martin*)

## 8. UPDATE ON DECATHLON PARTNERSHIP

Alan Martin confirmed that the agreement has been signed and the partnership is active. It was agreed that Alan Martin would provide a one page summary document on the impact of the project and the equipment purchased and circulate around the Board. (*Action Alan Martin*)

## 9. KPMG ACTION POINTS

Alan Martin confirmed that these were being progressed.

10. SCOTTISH ARCHERY TRADING NAME

A summary of the cost implications had been circulated and it was agreed that Jacqui Dunlop would ask Victoria Barby to provide the Board with recommendations. (*Action Jacqui Dunlop*)

11. DIRECTORS EMAILS ADDRESSES

Vincent Bryson confirmed that all Directors, apart from the Independent Directors, have corporate email addresses and that he has access to the Manager Account. Vincent Bryson recommended that any new staff appointments are supplied with a corporate email address. The Child Protection Officer and the Disability Officer, along with Alan Martin and Jacqui Dunlop also have corporate email addresses.

Vincent Bryson noted that when the new staff are in place he will look at the file structure on SharePoint and will consider how training is delivered on SharePoint.

12. RISK REGISTER

Vincent Bryson reported that the risk register was up to date.

13. CHILD PROTECTION

It was noted that Jamie Frail, who has Board responsibility for Child Protection, is trying to establish contact with the Child Protection Officer.

14. UNIVERSITY OF EDINBURGH – MEMO OF UNDERSTANDING

Claudine Jennings had circulated a draft Memo of Understanding for the Para programme at the University of Edinburgh and this was approved.

15. COACHING UPDATE

- a) Coaching Mailing List – Moira Taylor confirmed there are 108 names (6 with no emails) on the Scottish Archery list and 83 on the ArcheryGB list.
- b) Young Leaders/Active School Co-ordinators – a further 22 young leaders/active schools co-ordinators have been trained on soft archery in Clackmannanshire. Certificates are being given to all attendees.
- c) ArcheryGB – Dave Tillotson and Lloyd Brown of AGB will host a meeting for Coaches on 14 May in Stirling to introduce the proposed AGB coaching strategy and seek feedback. It was agreed that this would be further publicised on the website and social media.
- d) Coaches Questionnaire – the results are now completed and Moira Taylor noted that she is hoping to circulate once the personal information has been withheld, through a newsletter.

- e) AGB Competition Handbook – Moira Taylor confirmed that a copy has been given to the Tournament Organiser Committee chair.
- f) Coaching Course – a Level 1 coaching course has been arranged between April and June, although the exact number of candidates is not known. A further Level 1 course has been arranged by Clyde Arrows, again exact number of candidates is not known.
- g) Coach Educator – Michael Mather is now a Coach Education qualified under PDA. Two further candidates have yet to complete their final assessment and assistance has been offered to both candidates. Scottish Archery gratefully acknowledges the financial support from sportscotland as these courses have been paid for entirely by them.
- h) Scottish Disability Sport (SDS) – SDS are holding summer camp and are looking for coaches, Moira Taylor is liaising with SDS but has not had a response.
- i) Coaching Network Newsletter – a newsletter has been sent out to all coaches on the Scottish Archery mailing list.
- j) Coaching Network in Scotland Conference – a provisional date of 16/17 September in Inverclyde has been set for the Conference. Moira Taylor has visited Inverclyde and coaches have been notified of the date.
- k) Coaching Assessor Award – Moira Taylor confirmed that she is studying for the Coaching Assessor Award, funded by sportscotland.
- l) Club Instructors – it was agreed that Club Instructors who are members of affiliated clubs would be included on the Coaches mailing list.

## 16. PARTICIPATION UPDATE

Martin Strang gave an update on the Transplant Games taking place on 27 July. He has put out a request for bosses and volunteers and has had limited success and it was agreed that further publicity via social media would be done to try and encourage volunteers. He has visited Wishaw Sports Centre and confirmed that the event will take place outdoor on the area inside the track at 18M and 15M. A risk assessment is required.

## 17. EQUALITY UPDATE

Alan Martin confirmed that he is attending equality training and that Scottish Archery will be looking to achieve Preliminary level of the Equality Standard as soon as possible.

## 18. MEMBERS' FORUM

- a) Classification Award – Phyllis Pettett has submitted a request from the Tournament Organisers Group that a classification award scheme should be implemented to encourage people to achieve an outdoor classification and this was agreed.
- b) Scottish Ranking – Phyllis Pettett has submitted a request from the Tournament Organisers group that the number of rounds required to obtain a Scottish Ranking should be reduced and it was agreed that Claudine Jennings should do a formal response. (*Action Claudine Jennings*)

## 19. DIRECTORS' REPORTS

It was agreed that Directors Reports should be submitted as soon as possible.

## 20. AOCB

- a) Data Protection – Michael Mather noted that consideration will need to be given to data protection following a change in the law.
- b) Disability Officer – it was agreed that the Disability officer should report to the Board through the Director of Governance who should be copied into all correspondence from the Disability Officer. Michael Mather agreed to re-circulate the organisation structure chart. *(Action Michael Mather)*
- c) Strategy Document – following the sportscotland investment decision this was now able to be publicised on the website and it was agreed that Alan Martin/Vincent Bryson would liaise with Victoria Barby. *(Action Alan Martin/Victoria Barby)*

### Confirmation of Future Meeting Dates

Monday, 12<sup>th</sup> June – Go To Meeting  
Saturday 22<sup>nd</sup> July – Face To Face – East  
Monday, 11<sup>th</sup> September - Go To Meeting  
Saturday 28<sup>th</sup> October – Face To Face – West  
Saturday 18<sup>th</sup> November – AGM – Perth

DRAFT MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 9 JANUARY 2017  
BY GO TO MEETING

Present Michael Mather, Chair  
Claudine Jennings, Director of Performance  
Steph Clason, Director of Finance  
Moira Taylor, Director of Coaching  
Douglas Blyth, Director of Governance  
Victoria Barby, Director of Communication  
Martin Strang, Director of Participation  
Jamie Frail, Independent Director  
Vincent Bryson, Independent Director  
Alan Martin, Executive Development Officer  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting especially to Jamie Frail and Martin Strang. Apologies were intimated on behalf of Jennifer Griffin.

2. CONFLICT OF INTEREST

There were no conflicts of interest noted on the Agenda.

3. MINUTES OF MEETING OF 12 NOVEMBER 2016

It was agreed that the minutes of the meeting of 12 November 2016 were a true record.

4. ACTION ARISING FROM MINUTES OF MEETING OF 12 NOVEMBER 2016 BUT NOT ON THE AGENDA

- a) Senior Coaches – Moira Taylor confirmed that she had contacted the Senior Coaches regarding setting up a meeting and was waiting on a response.
- b) Disability Officer – two applications had been received for the position of Disability Officer and James Hamilton has been appointed. Alan Martin has met with James Hamilton and Michael Mather will contact shortly. Jacqui Dunlop agreed to liaise with Victoria Barby on information for James for the website. (*Action Jacqui Dunlop*)
- c) Budgets – Michael Mather confirmed that he will be meeting with Alan Martin to pull together the budget and will circulate prior to it being submitted to sportscotland. (*Action Michael Mather/Alan Martin*)
- d) KPMG Audit – Michael Mather reported that this will continue to be a focus for Alan Martin who will be pulling together the action points. Michael Mather will further discuss with Alan Martin and agreement will be sought from KPMG and sportscotland on what can be published on the website.

- e) Scottish Archery Trading Name – Michael Mather agreed to investigate how Scottish Archery protects its brand. (*Action Michael Mather*)
- f) Membership Update – Alan Martin confirmed that he has not been able to get a membership update from ArcheryGB. Michael Mather confirmed that he had written to the Chief Executive of Archery GB asking what membership system they intend to use, as this needs also to be suitable for Scottish Archery's reporting purposes. It was agreed that if there was no response by the end of January work will be done to see what membership system Scottish Archery could use on its own. Victoria Barby agreed to contact Peter Dickinson at ArcheryGB for an update on the membership system. (*Action Victoria Barby*)
- g) Succession Planning – it was agreed that this will be a focus over the next 12-18 months and that it would be put on the Agenda for the February meeting. (*Action Jacqui Dunlop*)

## 5. FINANCES

- a) Financial Update – Steph Clason confirmed that she had issued a Trial Balance and Nominal Ledger and is currently working on the December figures which will be circulated shortly. (*Action Steph Clason*)

Moira Taylor asked what the big expenditure was for the Executive Officer's IT expenses and it was confirmed that tablets were purchased for both the Executive Officer and the Chair so it should have been coded separately. It was noted that Alan Martin is populating SharePoint with documents and this is available to all Directors who currently have a new email address. It was agreed that all Directors would check the website to confirm that their contact email was correct and confirm with Victoria Barby. (*Action All*)

- b) Eastern Area Development Squad – a request had been submitted for £400 for the Eastern Area Development Squad and this was approved and it was agreed that this would come out of the Development Budget.

It was noted that if the other Areas wish to submit an application for funding this will be given similar consideration if there is a plan to go with it. It was agreed that Board members would try and encourage the other Areas to become more active.

- 6. KPMG AUDIT ACTION UPDATE – Michael Mather confirmed that work is ongoing to ensure that all the questions raised from the Audit can be answered.
- 7. MEMORIAL TROPHY FOR TINA JAMES – It was agreed that there would be a memorial trophy dedicated to Tina James and a budget of £100 and a decision will be made nearer the time of the AGM as to what this should be awarded for. Michael Mather confirmed that the Competitions Committee are currently looking at all the Trophies across all competitions.
- 8. PERFORMANCE MANAGEMENT/CRM SYSTEM – It was agreed that a separate CRM system for Scottish Archery will be considered if ArcheryGB do not respond to requests by the end of January. Vincent Bryson also noted that a performance management system for staff may be required should the funding application be successful and Michael Mather and Vincent Bryson agreed to discuss this further. (*Action Michael Mather/Vincent Bryson*)

9. POTENTIAL NEW POSTS – it was agreed that job descriptions should be made available for the Chief Operating Officer and Club Development Officer in order that these posts could be advertised immediately should the sportscotland investment application be successful. Michael Mather confirmed that he has started work on this and will circulate a draft during the week commencing 29 January around the Board. (*Action Michael Mather*)

It was agreed that although applied for the position of Performance Coach was unlikely to be funded through sportscotland and it was agreed that this would be put on the agenda for the March meeting for further discussion. (*Action Jacqui Dunlop*)

10. CONSULTANTS – Alan Martin confirmed that he has approached two further consultants and will circulate the responses he has received around the Board. It was agreed that this would go on the Agenda for the February board meeting. (*Action Alan Martin*)
11. STRATEGY FINAL DRAFT – Alan Martin agreed to re-circulate the Strategy document and it was agreed that Directors would feed back any final amendments by 31 January. (*Action All*)

It was agreed that when the document was finalised that there would be a full version which would be sent to sportscotland, but that a shorter version would also be produced for more general use.

12. MEMBERSHIP UPDATE – Steph Clason confirmed the membership figure at 1,658. Jacqui Dunlop agreed to forward the Membership figures to Alan Martin and Martin Strang. (*Action Jacqui Dunlop*)
13. PERFORMANCE UPDATE – Claudine Jennings reported that there were good results from the British Indoor Junior championships with two individuals winning Gold in their categories. Claudine Jennings has had discussions with Mike Peart about Scottish para archers and para development. Nathan McQueen continues on GB Podium funding and Brad Stewart will hopefully be invited to the GB para academy. The Scottish archery para squad continues in partnership with Edinburgh University.

The next Academy session will take place on 28 January at Armadale and the Archers will be asked to bring a coach or mentor with them with the aim of engaging more coaches in the process. Moira Taylor agreed to contact the senior coaches and invite them to the Academy. (*Action Moira Taylor*)

Claudine Jennings confirmed that she is in the process of working on the senior squad and senior squad training camp ahead of the outdoor season.

Michael Mather asked what support Claudine Jennings required as her role should be more strategic than operational and she noted that she is looking to develop the roles of Team Managers for both the junior and senior squads and hopes to advertise these shortly. Michael Mather agreed to liaise with Alan Martin, Vincent Bryson, Jamie Frail and Martin Strang to see how this could be progressed. (*Action Michael Mather*)

14. COACHING UPDATE – Moira Taylor reported that the second coaching workshop had been held on 19 November with 31 coaches in attendance and seemed to be a success with the feedback being circulated around the Board. A level 1 assessment was held at the start of December with

10 candidates passing. A survey has been sent to coaches and the results from this will be collated and circulated to the Board. Moira Taylor will also be running a training for teachers for the school archery in Clackmannanshire.

There is an ongoing issue with the coaches mailing list with a large discrepancy between the coaches which ArcheryGB have registered and those Scottish Archery know about. Moira Taylor will be working on this to try and get a definitive list of coaches.

Moira Taylor will be attending the SDS conference at the end of January and will also be running the Eastern Area Development Squad. Contact has been made with the County Coach candidate offering assistance but no response has been received as yet.

Michael Mather asked what Scottish Archery could learn from other sports as there seems to be a lot of apathy within the coaching community within Scotland currently. Jamie Frail gave an update on his experiences within Scottish Hockey, but noted that apathy was not just a problem within Scottish Archery.

Four candidates are going through tutor training courses which will increase the workforce within Scotland.

15. EQUALITY UPDATE – Douglas Blyth noted that was not much to update but that he will be looking to set up a governance committee shortly. Michael Mather confirmed that Scottish Archery have achieved the Foundation level of the Equality Standard and will aiming to achieve Preliminary within the next few years.
16. MEMBERS' FORUM
  - a) Trophies – a request had been received asking for new trophies for the Junior Indoor Championships. Michael Mather noted that the Competitions Committee is looking into all trophies and will consider the Junior Indoor Championships as part of this review.
  - b) Scottish Championships – a request had been received about the re-tendering of the Scottish Championships. It was agreed that this would be passed to the competitions Committee to review for all Scottish Archery Events, with the aim of re-tendering for this year's Championships and Moira Taylor agreed to contact the Chair of the Competitions Committee. (*Action Moira Taylor*)
  - c) Minutes – a request had been received about the publication of the Board minutes on the website and it was agreed that they could be published in draft form.
17. DIRECTORS' REPORTS – Directors Reports were submitted and a reminder given to those yet to submit.
18. AOCB
  - a) Child Protection Officer – Moira Taylor suggested that as Martin Symonds was no longer on the Board that there should be a formal reporting process for Child Protection to be considered at the Board. Jamie Frail agreed to be the Board member to liaise with Martin Symonds and report to the Board.

Michael Mather agreed to chase up the statement which was being prepared for the website on historic sex abuse. (*Action Michael Mather*)

- b) Scottish Championships – Douglas Blyth noted the difficulty with ArcheryGB only approving certain organiser to host WRS shoots. It was agreed that Michael Mather would raise this with ArcheryGB. (*Action Michael Mather*)
- c) Chair Appraisal – Michael Mather noted that he will be circulating the paperwork for the Chair's appraisal shortly.
- d) Venue Assessments – Michael Mather noted that ArcheryGB have introduced a new qualification which will enable people to do venue assessments. Four individuals in Scotland have applied and should be able to start doing risk assessments by the end of the spring.

#### 19. CONFIRMATION OF FUTURE MEETINGS

It was agreed that a new date would have to be sought for the February meeting. (*Action Jacqui Dunlop/Michael Mather*)

Meetings for the remainder of 2017 were confirmed as:

Monday, 20<sup>th</sup> March – SKYPE / GO TO MEETING  
 Saturday, 29<sup>th</sup> April – Face To Face – West  
 Monday, 12<sup>th</sup> June – SKYPE / GO TO MEETING  
 Saturday, 22<sup>nd</sup> July – Face To Face – East  
 Monday, – 11<sup>th</sup> September – SKYPE / GO TO MEETING  
 Saturday, 28<sup>th</sup> October – Face To Face – West  
 Saturday, 18<sup>th</sup> November – AGM – Perth