



2011 AGM MINUTES

2011 Annual General Meeting and Ordinary General Meeting of the England Touch Association, Sunday 20 November

Venue: Gosford All Blacks RFC, Stratfield Brake, Freize Way, Kidlington, Oxfordshire, OX5 1UP.

Date: Sunday 20 November, 11am

1. Opening Address and Welcome

2. Apologies

Apologies received from: Trevor Jefferies (Compliance Director), Tom Bedkowski (Tournaments Director) and Steven Cleary (Membership Director)

3. Registration and accreditation of nominated delegates

Sixteen attendees as follows:

Executive Committee (100% - 6 out of 6)

- (GC) Gregg Cropper (ETA President)
- (PF) Paul Farrington (ETA Technical Director; Representing Oxford, Reading, Slough/Maidenhead; Proxy for Clapham Common, Putney/Wandsworth, Regents Park, Surrey Quays, Manchester Trafford, Manchester Disbury)
- (MR) Mike Roa (ETA Vice President)
- (CS) Chris Simon (ETA Statutory Director; Representing Nottingham)
- (WTB) Will Ten Broeke (ETA Finance Director; Representing Thames Valley)
- (BL) Bruce Lockie (ETA Director of Referees)

Other voting members:

- (JW) Julie Walker (Representing Manchester Chargers; Proxy for Percy Park)
- (JL) Jack Linstead (Representing Warwick)
- (MW) Marnie Wills (Representing Galaxy; Proxy for Bristol and Bath)
- (CM) Claire McIntosh (Representing Hot Custard)
- (RK) Richard King (Representing Oxford)

Other attendees:

- (DW) David Woolley (no vote)
- (SG) Shelley Grace (no vote)
- (CH) Carly Heselwood (no vote)
- (TO) Tim Osbourne (no vote)
- (TP) Taryn Pile (no vote)

A quorum was deemed present – 6 of 6 Executive Members and 19 of 27 financial members (Requirement – 50% of Executive Committee and 50% of financial members).

2011 AGM MINUTES

4. Review of minutes from previous Annual General Meeting

The minutes from the 2010 AGM were reviewed and accepted by all present.

5. Review of minutes from any Special General meetings held since the last AGM

A meeting took place in Manchester on 4/9/11 (post NTS finals). No minutes were taken but the interim executive committee positions were filled as detailed above in section 3.

6. Directors reports

Most directors submitted written reports which will be made available on the ETA website.

In addition Chris Simon provided a verbal report on the work he has undertaken as interim Statutory Director: this included drafts of some policy documents and initial discussions with RFU

7. Financial report

Will Ten Broeke provided the following financial report:

- A lot of the focus for 2011 has been on the World Cup and managing the finances around the England teams. There was a surplus of £1,700 which will be carried forward for the 2012 Euros.
- Funds are still owed by the England Mixed Open team – the Exec Committee will agree a way forward for this.
- The ETA is now established as a limited company, but has not yet filed any statutory accounts. The ETA made a small profit in 2011 and has income over VAT threshold. Completion of accounts for 2010 and 2011 needs doing. The Exec Committee will determine the most cost effective way to resolve this.

Action GC to liaise further with WTB and some external contacts on this

- In general ETA income is OK, but cash flow can be challenging due to the late invoicing and payment of fees. In future the AGM maybe linked to payment of membership fees and also to hosting an NTS the following year – earlier invoicing is planned for both to encourage earlier payments.

8. Motions for amendments to constitution

The following changes to the constitution were discussed and it was agreed to remove the two relating to voting rights and the quorum. These will be discussed at a follow-up Special General Meeting to be agreed. All other changes were voted on and passed with no objections. A revised constitution will be made available on the ETA website.



Constitution
Amendments explana

9. New England Touch Structure

The following revised structure for the ETA was presented and agreed at the meeting.

Note: The current executive positions in this structure (in orange in embedded document) are elected positions and changes to these can only be made at the next AGM or an arranged SGM. The

2011 AGM MINUTES

'appointed positions' (in purple) and all reporting lines within this structure can be changed by decision of the executive committee. This can be done at any time at their discretion.



Structure Map.docx

CM raised the point around the term of office for post holders and that for some, particularly in High Performance it should be longer than 12 months to enable relevant structures and practices to be actioned and some consistency to be established. No changes were made however.

10. Election of officers

The following officers were proposed, seconded and all elected:

Executive role	Elected	Proposed	Seconded
President	Gregg Cropper	Mike Roa	Will Ten Broeke
Vice President	Mike Roa	Gregg Cropper	Chris Simon
Finance Director	Will Ten Broeke	Gregg Cropper	Mike Roa
Governance Director	Carly Heselwood	Mike Roa	Gregg Cropper
Technical Director	Paul Farrington	Gregg Cropper	Mike Roa
Referee Director	Shelley Grace	Mike Roa	Gregg Cropper

The election of officers for the AGM in 2012 will include the additional posts of:

- PR & Marketing Director
- Secretary
- Tournaments Director
- Membership & Affiliations Director
- High Performance Director
- Development Director

This will take the Executive Committee to a total of 12 positions.

11. Appointment of an auditor

No auditor is required so none was appointed.

12. Meeting closed

The meeting was closed at 12.30pm.



2011 AGM MINUTES

OGM

Order of Business:

1. Introduction by the Chairman

2. Apologies

As per AGM apologies

3. Registration and accreditation of nominated delegates

As per AGM attendees

4. Minutes of previous meeting / matters arising

The minutes from the 2010 AGM were reviewed and accepted by all present.

5. Reports and Updates- All non-exec Committee members:

Written reports were provided by:

- PR / Marketing Director Jack Linstead
- Development Director Taryn Pile
- Referees Director Bruce Lockie

and these will be made available on the ETA website.

A verbal update was provided by CM for High Performance in which the good work done in the build up to the WC and the achievements of the England Squads at it were highlighted.

The newly formed regional franchises were also discussed and further information on these can be found here: <http://www.Englandtouch.org.uk/wp/index.php/2011/10/regional-franchises-announced/>

The structure of the HP team is currently being finalised and this will be available on the website once complete.

A verbal update was provided by MW on behalf of Tom Bedkowski which is further detailed under 'Events' below.

Other items discussed:

• PR / Marketing

JL: drafted a new sponsorship proposal document. Anyone who may be interested in providing any sponsorship for England Touch or know of anyone to contact with regards to this can contact Jack for further information: jack@Englandtouch.org.uk

• Development

2011 AGM MINUTES

TP stressed the importance of getting clubs and members to engage in development activities and the opportunities the newly formed regional sides offer to engage greater player numbers.

Anyone interested in running a development day, youth tournament or otherwise getting involved in development activities should contact TP: taryn@englandtouch.org.uk

• Events

Proposed changes to the NTS were discussed, along with a re-branding of the STS to the 'Challenge Touch Series'- CTS. A document summarising the proposed changes will be released soon.

The process by which venues are awarded hosting of NTS and CTS has also been formalised and further information on this will be available soon. The NTS and CTS finals will be hosted at Lilleshall NSC.

In addition to the above competitions it is proposed to hold 3 mens and womens competitions during the year. Calendar of next years events will be available on the website soon.

6. General business:

These were items submitted for discussion

a. Strategic Plan

The ETA strategic plan lapsed following the completion of the 2011 WC. GC noted that another one needs to be developed.

Action: GC, MR, PF to discuss offline and get other relevant input from each areas director

b. ETA-accredited Coaching Courses

GC raised a proposal of developing 'ETA-accredited Community Coaching Courses'. These are not to replace any FIT-accredited courses but are to be a basic course designed to educate sports coaches or teachers in 'how to coach Touch'.

This proposal is in response to a number of enquiries from schools, teachers and other sports coaches as to how they can get their pupil and members playing Touch.

It was noted that a number of relevant courses exist in similar areas, including 'Sports Leaders UK' courses and 'FIT Community Courses'.

Action: MW to feedback info on 'Sports Leaders UK' courses and see if this could be suitable also for regional coaches to attend; BL to feedback on 'FIT Community Coaching Course'.

GC and MW to discuss further with appropriate external contacts and feedback

c. Bye Laws

CH ran through the basis of bye-laws and why they're needed as part of good governance by an NGB.

In summary bye-laws should be present for 'Anything that needs a process but is not a policy', and these should help to increase understanding and transparency of how things work in an NGB. A list of

2011 AGM MINUTES

bye-laws required will be formulated through 2012 and the relevant people contacted for assistance in their formulation.

Action CH to collate list of those needed and action relevant people to assist in their writing

Bye-laws can only be introduced and amended as items in the AGM or an SGM. (**Note:** Proposed SGM date is February 25th in Manchester due to a competition being held and majority of Exec and Members being present).

d. Sub Committees

GC proposed that during 2012 a number of sub-committees should be formed (as and when deemed necessary) to sit underneath each Director, with the aim to assist them in any areas they feel necessary within their remit and to help them deliver within their roles.

CH commented that these sub-committees will need to defined 'terms of reference' to work within and to so as to be compliant with good NGB practice and to ensure their relevancy and usefulness.

Action: All directors to consider heading up a sub-committee relevant to their role to assist them where necessary

Action: CH to draft a proposed 'terms of reference' for sub-committee formation and function.

Post-meeting note: Anyone who would like to get more involved with the ETA is urged to contact Gregg@englandtouch.org.uk with any specific areas of interest or expertise. The ETA would like to encourage participation of any interested parties in the growth and development of our sport.

e. SportEngland recognition

CH gave a summary of current SportEngland NGB recognition and its impact on Touch. It is currently thought that SportEngland see Touch as a subsidiary of the two rugby codes and not as a sport in its own right and therefore recognition is unlikely in the near future. Therefore in order to expand and grow the sport it may be beneficial to examine the possibility of working with the RFU and RFL, who each have funding provided as part of their Whole Sport Plans, which through negotiation could potentially help fund Touch development.

TP raised the issue of impact of this on relations with FIT and their current ambition to get Touch recognised internationally by SportAccord.

PF mentioned that this needs to be handled strategically and ETA needs to consider the impact of any level of agreement

Action: GC, MR, PF, CS, TP, CH to discuss further the possibility of any agreement with RFU or RFL and what form this could / should take.



2011 AGM MINUTES

Post-meeting note: Meetings will be set up to further discuss this with the RFU and RFL to determine if there is any scope to work in partnership at certain appropriate levels of the game whilst always working on accordance with current FIT regulations.

f. Lilleshall partnership update

GC updated the committee on the current partnership agreement with Lilleshall NSC. England Touch will host the Regionals competition and NTS and CTS finals days at this prestigious venue in 2012, along with a National all squad session prior to Euros 2012. Regional and national teams have preferential hire rates for both Lilleshall and Bisham NSCs for any sessions they are running, and in addition Lilleshall are providing assistance in other areas. The newly-employed sports development officers at both venues are also being encouraged by the NSCs to become qualified Touch coaches and use the game to engage their local schools and communities to make more use of their facilities.

g. Steeden update

GC gave an update on the current agreement with Steeden who are offering ETA affiliated members the chance to purchase these balls at £10 each.

Action: JL to send out details of this offer to affiliated members

h. Membership database

Not discussed.

7. AOB

PF gave an update on the current situation re ETA agreement on insurance with the RFU. PF is currently in discussions on this and will update further in due course.

Action : PF to contact SG offline re this too

Meeting closed 15.00.