



# 2012 AGM & OGM AGENDAS

## 2012 Annual General Meeting of the England Touch Association

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

**Date:** Sunday 4<sup>th</sup> November 2012, 12.00

### Order of Business:

#### **1 Opening Address and Welcome**

#### **2 Apologies**

Apologies received from: Steve Cleary (Membership Director); Will Ten Broeke (Finance Director); Chris Simon (Partnerships); Jack Linstead (PR & Marketing)

#### **3 Registration and accreditation of nominated delegates**

Attendees (and voting rights) as below:

#### ***Committee***

- Gregg Cropper [GC] (ETA President, Manchester Chargers. Proxy votes for Warwick Touch, Halton, Percy Pirates, Steve Cleary, Will TenBroeke)
- Mike Roa [MR] (ETA Vice President)
- Carly Heselwood [CH] (Governance Director)
- Shelley Grace [SG] (Referees Director)
- Tom Bedkowski [TB] (Tournaments and Competitions Director, Bristol Touch)
- Dave Wooley [DW] (High Performance Director)
- Taryn Pile [TP] (Development Director)
- Julie Walker [JW] (Secretary)

#### ***Other attendees***

- Marnie Wills [MW] (HP Manager (no vote), Galaxy Touch)
- Mike Abromowitz (In2Touch x 7 votes)
- Paul Farrington (In2Touch x 3 votes)
- Jonathan Edwards (Nottingham Touch, Perfect Motion Touch)
- Rich King (Oxford Touch)
- Jon Lovell (Cambridge Touch Association)
- Georgia Yurkwich-Spink (Thames Valley)
- Nelson McMillan
- Ben Powell
- Anna Jennings

A quorum was deemed present – 8 of 12 Committee Members and 16 of 21 financial members (Requirement – 50% of Committee and 50% of financial members).

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## 4 Receive and consider the minutes of the previous AGM

The minutes from the 2011 AGM were accepted by all present.

## 5 Receive and consider the minutes of any Special General Meetings held since the previous AGM

An SGM was held in Manchester on 25/2/12, the minutes of these were accepted by all present.

## 6 Directors Reports: Verbal summary. Written reports to be circulated post meeting.

The executive directors present gave a verbal summary of their 2012 reports. These reports are embedded and will also be available on the website.

### SUMMARY

#### Referee Director Shelley Grace

Courses: 6x L1 Courses conducted using 4 different presenters; 1 x L2 Course conducted using 2 presenters, neither English.

Nationals: 15 x refs present on Saturday and 14 x refs on Sunday, a great turn out so early in the season. In addition coaching was provided to anyone who wanted it.

NTS: 16-20 full time refs and 1-4 ref coaches at each event, the first time no player refs have been required for the entire NTS season.

CTS: As this series continues to grow and demand on refs time increases SG highlighted the importance of involving more NTS players to ref CTS tournaments

Euros: Fulfilled quota of refs required for the number of teams England entered.

England have had the following referees qualified / upgraded in 2012: 3 @ L4; 2 @ L3; 3@L2; 50+ @ L1

Refs bank account set up

Monthly refs update now being sent to 4-500 names, however only approx 10% of these are thought to be active refs, a figure which needs to be increased.

#### President Gregg Cropper

Currently working on RFU agreement for affiliation of their leagues and ETA reciprocal involvement in such. It is hoped that this will be signed off soon subject to FIT agreement.

#### Governance Director Carly Heselwood

CH highlighted the following achievements this year:

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ETA movement towards clear and transparent governance as we aim to meet all SportEngland recommended good governance practices.

ETA Dropbox account set up for 'living' storage of all governance docs.

New proformas drafted for: Club Model Constitution; Election of Office; Expense Claim Form (pre-agreed); Sub-Committee Terms of Reference.

As FIT are working towards international recognition of Touch as a sport in it's own right the ETA are working towards recognition with the 'Sports and Recreation Alliance' and this is currently ongoing.

In response to several queries regarding involvement of U18 in playing Touch it was decided that a more formal approach would be required. Feedback will be sought from regional coaches and affiliated members in the medium term but short term each region is encouraged to make their decisions on a case-by-case basis. Ages U18 are acceptable with written consent, and if suitably risk-assessed including permission from both the Head Coach and Parent / Guardian. If a player is U16, ideally a parent or guardian will be present at touch activities.

A 'Safeguarding and Welfare' policy will be drafted in the medium term to more formally advise members of the processes to follow in such cases.

The 'Advisory and Disciplinary Panel' set up in 2011 has been utilised to provide independent judgement on a number of issues this year. Further, more formalised and transparent guidelines as to when this panel should be used is required. Some guidance however will be provided by a 'Equity and Inclusion Policy' and 'Customer Charter', each currently being drafted.

## **Technical: Dave Wooley**

DW provided a verbal update on behalf of the Technical function.

Coach education an important development in 2012 and Technical Development of coaches highlighted as being vital for the future growth of Touch in England.

The first Nationals competition provided opportunity for more people to be involved in coaching and at a higher level than previously. A curriculum was provided for Regional coaches for them to work towards with their teams, this was a good step forward for the progress of National Squads in ensuring players knew fundamental basics of the game prior to national squad sessions and gives a good platform to move forward from for future years.

The success of the national teams in reaching each of the finals available in Euros 2012 was highlighted as was England being crowned overall European Champions 2012. The aim for 2014 will be to win all levels at European Championships.

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## 7 Financial Report

WtB provided a written summary.

There is scope during 2013 to invest money into future Touch development. Each Director has been asked to submit a budget detailing areas they'd like to investment in. Most have been received. Further discussion needed on which to finance.

## 8 Election of Officers of the Executive Committee:

Executive role	Elected	Proposed	Seconded
President	Gregg Cropper	Mike Roa	Steve Cleary
Vice President	Mike Roa	Gregg Cropper	Steve Cleary
Finance Director	Mike Abromowitz	Dave Woolley	Taryn Pile
Governance Director	Carly Heselwood	Mike Roa	Gregg Cropper
Technical Director	Ben Powell	Mike Roa	Dave Wooley
Referee Director	Shelley Grace	Mike Roa	Gregg Cropper

## 9 Appointment of other posts:

The below were appointed unopposed

- PR&Marketing - Elected: Nelson McMillan
- High Performance:
  - Director - Elected: Dave Wooley;
  - Manager - Elected: Marnie Wills
- Development - Vacant (Task description and application now on the website)
- Tournaments Director - Elected : Tom Bedkowski
- Secretary - Elected: Julie Walker

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## 10 Governance Proposals:

The support of the ETA executive board and members was given for the following 4 proposals (all of which are detailed further in the attached document):

### a. Registering as a trade mark.

Would members be in favour of registering the ETA as a trade mark? YES

Would members be in favour of registering 'list other agreed Names' as a trade mark? See comment

Would members be in favour of registering 'Classes 9, 16, 18, 25, 28' as part of our registered trade mark? YES

Would members be in favour of registering the 'Services 35, 38, 41' part of our registered trade mark? YES

CH presented the reasoning behind the above and, in summary, it was agreed that the ETA should register itself as a trademark.

### b. Intellectual Property of FIT Playing Rules

Would members be in favour of registering 'FIT Playing Rules' to become the intellectual property of the ETA? YES

### c. Sport and Recreation Alliance

Would members be in favour of the ETA Signing up for the 'Voluntary Code of Good Governance for the Sport and Recreation Sector'? YES

### d. Criminal Records Bureau

Would members be in favour of the ETA introducing a CRB process for affiliated Touch clubs? YES

DW to provide an estimate of the number of coaches that will potentially require CRB checks as the process by which this is done varies dependant on the number of checks required. This will be further communicated once clearer.

## 11 Sub-Committees:

*Formation of sub-committees (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.*

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The above was discussed and it was highlighted that there are many volunteers willing to help the ETA. Interest has been collated (from player questionnaires) and info will go out to those who've indicated they're willing to assist in the near future.

## **12 Closure of meeting**



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## OGM

Order of Business:

**1 Introduction by the Chairman / President**

**2 Apologies**

As per AGM

**3 Registration and accreditation of nominated delegates**

As per AGM

**4 Minutes of previous meeting / matters arising**

The minutes from the 2011 OGM were reviewed and accepted by all present.

**5 Reports and Updates- All non-exec Committee members:** Verbal summary. Written reports to be circulated post meeting.

**PR / Marketing:** No update provided. The committee welcomed Nelson McMillan to the post for 2013

**High Performance: MW**

HP team to increase in size in 2013, high workload 2012. Coaches, Team and Tour Managers to be selected early to assist in preparation. A new structure for the team is to be proposed.

Kit budget to also be defined earlier.

2013 player selection docs to be published prior to Nationals so that all those playing / wishing to be considered for selection are aware of the process being undertaken and the transparency of this process is more apparent

Post-meeting note: <http://www.EnglandTouch.org.uk/wp/index.php/2012/11/the-nationals-launch-for-2013/>

3 x all squad weekends proposed for 2013, details tbc.

Post-meeting note: dates and venues are set now, in the ETA calendar

Current National Coaches:

MO	Vacant
MXO	Noel Forde
WO	Tim Osborne
MX30	Jon Lovell
M30	Vacant
W27	Vacant
M35	Mike Roa & Nathan Joyce
M40	Jeff Bimson

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All future coaching vacancies will be formally advertised. Assistant coaches are needed for all grades and anyone interested should contact MW for an application form

Regional Coaches: All positions filled with the exception of Womens' Coach NW Blades and Men's coach for South East Taipans.

Post-meeting note: See here for list of positions <http://www.EnglandTouch.org.uk/wp/index.php/why-eta/vacancies/>

## **Development: TP**

### 2012 Summary:

Bulk of work during 2012 on delivering a technical project to develop future Touch coaches and upskill current ones.

3 x L1 courses run, 2 by John Singh (Australia) and 1 by Simon Ebbet (Scotland). 19 attendees in England.

1 x L2 course run by JS in Manchester, 7 participants (only 2 English). 4 people L2 assessed. By end 2013 hopefully 6 x L2 coaches fully accredited.

Work to be done on the current disconnect between those attending the coaching courses and their involvement within coaching roles in the ETA, those attending courses are to be encouraged to be involved in regional training.

Presenters courses: Awaiting confirmation from JS as to who is now a qualified course presenter. Once a coaching course + presenters course have been passed then delegates can present the course level down from their current qualification (ie L1 + Presenters = Community Course presenter; L2 + Presenters = L1 Course presenter).

Current issue re delivery of coaching resources from TFA being discussed and hoping to negotiate access to digital resource rather than the current time and expense of physically shipping all coaching manuals over from Australia.

Benefit of JS presenting courses was that he was able to provide coach education and development as well as formal accreditation, he was also a beneficial presence at 'All squads' weekend prior to Euros. Coach education and development will become a priority for the ETA.

No Youth tournament ran in 2012, difficulty fitting dates into the (already packed) calendar with limited resource to run such events. It is proposed that the regions will take on more of a role in developing Youth and University Touch for the future and for 2013 Nationals each squad of 16 should include at least 2 x under21 players (exemption can be requested for 2013 if necessary).

### 2013

Improvement in coach education and increasing technical knowledge of current coaches is a priority and MW looking at resources to assist in filling coaching gap between L1 and L2 courses.

With the upcoming partnership agreement with the RFU coming into place in 2013 a greater number of coaching courses will be planned for this year, both Community and L1 courses initially. Courses will be open to all and advertised on the ETA website.



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## Events: TB

### Summary:

Sporting Pulse online team management software introduced for 2012 for player registration for NTS and online payment for national squad members. Worked well. Hoped to roll this out for CTS player database for 2013.

Successful Nationals competition ran for the first time, very grateful to Bridgnorth RFC for stepping in to host at the last minute after Lilleshall venue cancelled due to waterlogged pitches.

### NTS / CTS:

Successful launch of CTS competition, team feedback will be sought on how to improve this series of competitions for the future.

Process to bid for NTS / CTS hosting was introduced.

Dates set for 2013 NTS / CTS (now communicated), and process to bid for 2013 hosting will launch in the next few weeks, final decisions planned for Jan 14<sup>th</sup>.

Successful combined CTS / NTS finals presentation night, hoped to build on this for future years.

There will be a platform for all teams to feedback on proposed rules for 2013 NTS and concerns from 2012 will be addressed.

Work planned for 2013 on promotion of NTS / CTS comps- website promo, team pages, write ups etc. 2013 NTS / CTS finals will be hosted by a club. Clubs only will be eligible to host NTS and CTS (BUT a club does not necessarily need to be in the NTS competition to host an NTS event).

2013 Nationals date set for 23-24 March. Venue TBC by end December.

2013 Home Nations Dublin 21-22 June

## Partnership Update

On behalf of Chris Simon GC provided a brief verbal update on the progress of this partnership agreement with the RFU. In return for RFU affiliation to ETA of all of their Touch leagues and events the ETA will provide expertise and involvement in running referee and coaching courses with the RFU (not exclusive to RFU participants). Further detail available soon.

**Post-meeting note: Meeting to finalise is Mid Jan**

## 6 General business:

These were items submitted for discussion:

- Insurance

Georgia Yurwich-Spink : There is a need for the ETA to formalise the insurance package it provides to affiliates as part of their affiliation. This is ongoing and will be updated upon in future.

- NTS structure and Nottingham appeal

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## 1. Nottingham wish to formally appeal against the relegation from NTS

Nottingham Touch wish to appeal against their relegation from the NTS on the basis that London Scorpions did not appear in the NTS finals. This was discussed in the meeting and the initial response from TB was that current 2012 rulings state only that the £180 bond paid would be lost if a team did not play in the Finals event and that it wasn't possible to retrospectively bring in a rule to say that they should be relegated. This appeal will be formally considered and fed back to Nottingham Touch directly.

- TV concerns:

1. Clubs with 1st team in NTS and 2nd team in CTS penalised in NTS Finals as not allowed to move players from CTS team into NTS team due to "stacking rule" even if they have been a fully paid up and registered club member all year but have only played in CTS and not NTS until the finals day. We completely understand why the ETA would have a stacking rule but it also prevents a club from moving a player from their 2nd to 1st team when they have shown improvement throughout the season.

### **Can this rule be amended?**

The above was discussed and it was accepted that some rule amendments should be made for NTS / CTS this year to clarify player eligibility. A feedback questionnaire will go out to clubs so please provide your thoughts on this. This was the first year such a formalised registration process has been run and we hope that any teething problems encountered this year can be ironed out prior to 2013 competitions.

2. Squad selection dates for international tournaments. Earlier selection to assist with kit ordering/delivery and also players knowing dates well in advance (better commitment to training dates and better squad stability/players' confidence). Request information regarding kit for forthcoming international competitions.

Due to the restrictions of the international calendar it is likely not possible to have national team selection much earlier than currently. However it is planned that training dates for each squad will be available earlier in 2013 so that players are more able to plan and it was also confirmed that the current playing kit will remain the same until 2015 World Cup.

## **7 AOB**

Jon Lovell raised the proposal that the ETA introduces a 'Hardship Fund' to assist players who may otherwise struggle to commit to representing England. This will be looked in to.