

English Bowls Umpires Association

Minutes of an Executive Meeting held on 2 December 2018 at Oxford & City BC, Oxford.

Present

Mavis Wellington – Chairman
Phyl Jones – Secretary
Sandi Cooper – Treasurer
Vic Perry – National Development Officer
Jessie Clark – Deputy Secretary
Ken Bickley – Deputy Chairman
Carol Watt Sullivan – Area secretary
Tony Hatch – Area Secretary
Bernie Hill – Area Secretary
Colin Wilson – Area Secretary
Steve Alway – Area Secretary

1. Chairman's Opening Remarks

Mavis welcomed everyone to the meeting and thanked them for giving their time to the Association.

She especially welcomed Bernie and Steve to the meeting as new area Secretaries and told them that if they wanted to know anything to please ask.

Mavis reminded everyone that discussions at an Executive meeting were to stay in the room and not to be broadcast to others. Should she hear of this happening she would be discussing this with the person concerned.

2. Apologies for Absence

Apologies had been received from Alexander Wilson - Area Secretary

3. Minutes of the previous meeting

The minutes were proposed as correct by Jessie and seconded by Carol and duly signed by Mavis.

4. Matters Arising

Nil

5. Correspondence

The committee discussed some of the items of correspondence that Phyl had received.

Phyl had just received an email from Bowls England asking for information for inclusion in the Chief Executive's annual report. She had not had chance to think about this before the meeting.

6. Secretary's report

My last report was to the AGM and before the Bowls England meeting which caused so much distortion to our AGM.

Several things have arisen from that BE meeting when it was agreed that every attempt would be for us and BE to work more closely in the future. Mavis & I had a meeting with BE in September which we both felt was very constructive and aired some of the things that had been hinted at during the August meeting but never fully emerged as none of the counties actually spoke at that meeting!

We discussed quite a lot of various items arising from a letter Tony Allcock had received. We discussed positive things for the future, like possible financial aid for new umpires as they qualify in putting together their 'kit'. This has been followed up in two stages, both what that kit needs to contain and most recently the cost of the items. I understand that information on this was to be put to the BE Board this week, so we await developments. Also discussed was the development of the marker grade and the development of some of them into umpires. Also agreed was that a slide would be included in the presentation at the BE 'Counties' meeting reminding counties of their side of the relationship with umpires as it was felt that some did not know what we wanted from them and some needed to be reminded!

It was also agreed that there would be regular further meetings between the EBUA and BE.

It had been noted by BE that 'new faces' were now appearing both at the Leamington Championships and at other events.

We have received an invitation for the County co-ordinators and Area Secretaries to attend the BE Regional meeting next year. We must make sure that we take up this positive move and get people to those meetings – I have forwarded details of these meetings to the Area Secretaries and they must ensure that we do attend. I'll be coming back to them shortly on this as co-operation will be needed between the Area secretaries as their Regions do not match our areas and it may be that in some cases Officers will need to attend to fill gaps.

September also saw the Top Club finals at Leamington, after we had got past the fact that BE had reversed the order between ladies & men on the Saturday this went well, and I would like to thank everyone (especially Ken Bickley who came and helped even though he was not strictly fit!) for all the hard work they put into the weekend.

Since then I have had a meeting with the EIBA to sort out various things including to clarify their switch to the Chrystal Mark Laws, and things which are coming up this season. We also discussed arrangements for next season for the early rounds of the 2 wood competitions, following their trial this year. I have contacted the Indoor British Isles Assoc and am awaiting them coming back to me, so we can discuss how we deal with that.

At the time of the AGM Karen Wood resigned as Marketing Officer and Nigel Hewitson has moved into that role and now has all the stock and the Web Site has been updated to show his contact details.

More recently we had a very productive Officers meeting at which we clarified several things for Sandi that she has outlined in her report to this meeting.

Most of the arrangements for the various indoor finals are in place but some are still needing to be finalised as 'adjustments' have been made to the previous dates/venues etc and I will be working on this in the next couple of weeks

I am awaiting the 2019 Leamington schedule from BE to start work on preparing the various forms and revising those to meet our new circumstances with markers etc as well as any changes they make. I want to get the forms to volunteer out as soon as possible, but I am keen that I use the 'latest' version of the schedule even if it is amended later (some of which we find out 'on the day').

Phyl added that she had been surprised to find that a slide and the item concerning umpires and what we wanted from the counties had been withdrawn from the agenda at the counties meeting. She would be asking about why this had been done and also why no one had seen fit to tell the EBUA that this was to happen. She had found out by accident.

7. Treasurer's Report

First, I must apologise for the lengthy handover period from my predecessor. The books were closed on 29th September, but I received no paperwork etc until 29th October and to date I still cannot gain access to the bank account. This means that I am unable to pay out expenses and cannot give you an update on the accounts at this time.

I propose to keep accounts on spreadsheets until the end of the financial year (December) when I should be in a better position to provide accurate information.

Having done a lot of work on the membership lists, I have made the following changes: -

1. Instead of the previous 7 lists (6 areas + markers) with annotations for male and female members, I have re numbered two master lists – one for umpires and one for markers. The first number is their AREA, the second is their COUNTY and the third is purely sequential. Markers numbers are distinguished by the prefix letter M. These numbers will be used on all membership cards for 2019.
2. The practice of paying £40 for four years membership in advance has been discontinued. The reasons for this are as follows:-
 - Prepayments have to be accounted for each year on a sliding scale.
 - If we wish to increase subscriptions it becomes very difficult to do this with pre-payments.
 - If a member leaves having pre-paid, they are due a refund which again is time consuming.

It would greatly assist my work as treasurer if members could be persuaded to complete a Standing Order form wherever possible.

3. The membership form for Markers has been changed in consultation with Vic Perry to bring their subscription payments in line with the Umpires. This means that all markers will forward a cheque for £10 with their standing order form to cover their first year of membership. This will be called a joining fee and paid regardless of the month in which they apply to join, thus eliminating

their having to wait for the standing order to take effect before they receive their membership card/uniform.

4. As agreed in the minutes of the Executive meeting held on June 6th, a paragraph has been added to application forms in respect of both Markers and Umpires which gives authority under the Data Protection Regulations 25/05/20018. These forms are now colour coded - red for umpires and blue for markers.
5. I seek approval to increase the travelling expenses for the current indoor season to £6 (first 20 miles) and 30p per mile thereafter, and to clarify that the term 'Area Finals' be used instead of 'Regional'.

I further seek approval at the 2019 A.G.M. to increase the subscriptions payable from £10 p.a. to £15 p.a. to account for increased costs. I would like to thank all of you who have helped me during this transition period and put up with my endless queries and hope that over the next few months I will gain a better working knowledge of the Association and how it operates.

At the meeting Sandi went on to say that having now reviewed the finances of the Association she felt that the level of subscription should remain at £10 per year. This was unanimously agreed.

The meeting unanimously confirmed that all payments (cheque, electronic or BACS) would need to be sanctioned by two of three of Chairman, Secretary and Treasurer.

The proposal for the revision of the expenses rate for indoor competition work as set out in 5. above was also unanimously confirmed by the meeting.

It was also agreed that there would be an 'overnight' allowance of £60 per night – to cover hotel & food, and the 'general' mileage rate would be increased to 30p per mile. Sandi would be producing a new set of forms for use to claim expenses.

The current flexible rate of expenses for the officers would be replaced by fixed amounts of £500 per year for Treasurer, Development Officer and Secretary, £250 for the Chairman and £100 for the Deputy Chairman and Deputy Secretary. To be paid in the spring.

She had found a 'competent person' for the purpose of the books – Andy Millward.

The committee also agreed that if a MAC course was found likely to be 'unprofitable' then it could still go ahead.

Sandi said that she had received the paperwork for many years and it was agreed that she need only keep records relating to five years.

Sandi produced some figures for the period from when she had taken over showing transactions since which she circulated to the meeting. (see attached).

It was agreed that an officers meeting would review the current information sheet about expenses with a view to making it easier to understand.

8. National Development Officer's Report

Vic reported that the development team had worked hard at Leamington reviewing marking and umpiring and giving feedback. Some new areas of concern had come to light and they were considering what needed to be done to remedy these.

Further MAC courses were being arranged throughout the country and were proving very successful in terms of numbers attending, and those progressing to the various levels of marking competence and towards becoming regional umpires.

He was now moving to set up a tutor and a team of examiners in the north of the country so that he now had the whole country covered.

He had been receiving phone calls saying that there being no umpires at matches. He suggested that area secretaries remind county co-ordinators that they need to be aware of what matches are upcoming which needed to have an umpire present. If the clubs were not arranging that then steps needed to be taken to report this failure to the EIBA as their regulations said there should be an umpire there.

He was redesigning the certificates for umpires and markers as he wasn't happy with the present ones.

Vic reminded everyone that the procedures document for the training and development was on the web site.

After a discussion it was agreed that a set of procedures be produced to ensure that everyone knew what the correct way of dealing with new and upgrading members was, including who should be told of their progress and when. Ken Bickley agreed to produce these. To be reviewed at the Officers meeting and circulated as soon as possible to help the new area secretaries.

9. Area Secretaries Reports

Area 1 – Bernie Hill

Bernie reported as follows

Since taking on the role of Secretary for Area 1 at the start of October life has been far from dull! I am delighted to say that I now have two new County Coordinators in place, Stewart Clark for Yorkshire and Gareth Hicks for Durham. They have both taken to their new roles very well and have been involved in appointing umpires and sorting venues for some of the early Area Finals for the EIBA and an Open Singles event. This means that each County now has their own Coordinator in place. I had a hand over meeting with Val in October, preceded by many emails and phone calls.

In liaison with Vic I have arranged an Assessment weekend at Cumbria IBC on January 26th and 27th and a Markers Awareness Course at Blackpool Newton Hall on February 9th and 10th. Plans are also in the pipeline for an additional Assessment session to be held in Yorkshire and a MAC at Harrogate IBC.

I am indebted to many people for the help they have given me in my new role, including (in no particular order) Mavis, Phyl, Vic, Val, Alexander, Sandi....the list is endless. Thank you all!

Area 2 – Colin Wilson

Colin reported as follows

Since the forum initiated by Bowls England was held at Leamington in August, we were informed that Northamptonshire Bowls Association have had problems with the allocation of umpires for their matches over the last 2 seasons. I decided that it was necessary to have a meeting with them to try to resolve these issues. So Phyl Jones, Northamptonshire Coordinator Geoff Thomas, and I met representatives from NBA at Wellingborough I.B.C. on 2nd November. I am happy to say that both parties went

away pleased with the resolutions agreed. Following the resignation and non-renewal of Ken Bick, I have had to appoint a new Coordinator for Worcestershire, Mike Cooper, who has taken over with immediate effect. His details have been forwarded to Ken Bickley for entry onto the website. I also require a Coordinator for Warwickshire and will be approaching the members regarding this in the near future. I hope there will be more responses than there were for the Worcestershire role (only 2). The season to date has been relatively smooth, with no real issues appointing duties within the areas.

Area 3 – Tony Hatch

Tony reported as follows

Essex hosted the Police National Finals which was held over 3 days in September. 3 umpires were supplied.

Peter Hartwell, the Cambridgeshire Coordinator, has volunteered to organise Umpires and Markers for the EIBA Under 25s to be held at Ely IBC on the 26th/27th January 2019. To date he requires 1 further marker for Saturday 26th January.

I organised a MAC at Jacks IBC on the 4th November. There were 36 attendees and 13 helpers and after donating £60 to the club I sent a cheque to the treasurer for £244, the difference of £56 being paid out for quiz prizes and refreshments for helpers, no other expenses being claimed.

I also had a waiting list of 11 bowlers so I have arranged a further MAC at Havering IBC on the 3rd February 2019 and a further 15 names have been added since so I will not be advertising this MAC on the website.

Vic has asked me to arrange a MAC in Norfolk/Suffolk next year. I have made contact with Ipswich IBC and I am currently waiting on confirmation of the available dates.

November has been very busy appointing Umpires for the Atherley, Liberty, Over 60s Inter-County and Under 18s Mixed Triples games for Counties in my Area and also for other Counties using Bedfordshire and Cambridgeshire as neutral venues. This has not been an easy task as Bedfordshire have only 4 Umpires, so I thank Bill Bontoft, County Coordinator for Leicestershire, for helping out.

I have organised a Seminar weekend with Vic Perry at Barking IBC on the 27th and 28th April 2019. Invitation to attend letters have been sent out and I currently have confirmed attendance from 3 four-year refreshers and 1 new Regional Umpire.

Area 4 – Carol Watt Sullivan

Carol reported as follows

Winter is now certainly upon us and most memories of our long hot summer are a distant memory. May I wish all good health etc for the winter season as we discharge our duties in clubs and counties.

I must record my thanks to all my County Co-ordinators for their organisation in enlisting our members to staff events and also to the umpires and marker members who voluntarily give up their time for the progression of the game (both at club, PBA, county and national events).

I am currently in the middle of identifying and organising assessment centres in the area and as per the web-site have already organised one for the end of April 2019 at Bromley IBC (my thanks are again expressed to the club for their continued support

of the EBUA both for hosting assessment centres and Markers Awareness Courses). An assessment centre was held at Horsham in Sussex in September (and my thanks are again expressed to the club and members of the club and EBUA who assisted on this event).

Markers Awareness courses were also held at a number of locations in the area throughout the summer and early autumn and winter and continue to be well supported (again encouraging new members to join as markers or start their umpire journey - -to them I say welcome!)

Kent: Alex Duckworth is retiring as lead Kent Area Co-ordinator and it is hoped that we will have a gradual transfer of duties and co-ordination of activities so that transfer is complete by the end of April

Area 5 –Steve Alway

Steve reported as follows

I have 5 marker awareness courses done, one each in Oxfordshire and Berkshire and 3 in Somerset and for next year 5 more marker awareness courses are planned and one workshop and examinations course in Wiltshire I have two people come forward for the Gloucestershire country co-ordinator role. I would like to thank Mike Mann, Keith Sawdon and Ray Keen for their help on running the markers awareness courses.

Area 6 – Alexander Wilson

Alexander reported as follows

Marking Awareness Courses were run in Devon in June and were well received by those who attended. The remaining National and County umpiring duties of the outdoor season were covered and, as ever, my thanks go to the Area's County Coordinators for their efforts and to the Umpire who made themselves available for those duties. So far, the indoor season's required appointments have progressed without a hitch. Further Marking Awareness Courses are in the process of being arranged in the Area 6 for next year together with Umpire weekends.

10. Leamington

2018

a) Portacabin

It was agreed that this had proved successful as it had given the umpires & markers their own base as well as a secure place to store their kits and clothing. Although it had meant that time was spent collecting things from the tournament office this was outweighed by the advantages. It was also suggested that perhaps a larger one might be got for next year, but it was agreed to discuss this nearer the date, and it would depend on what was available.

The possibility of getting some help towards the cost of hiring it next year was discussed and Jessie suggested that it might be fruitful to ask the 'Friends of Bowls England' if they would contribute towards the cost. It was agreed that Phyl would write and enquire.

The 'garden' area was also thought a good idea on the part of Bowls England as it provided an area for relaxation and a social area away from the tournament.

It was hoped that it might be possible to arrange for the tent next to the garden to be used for changing and storing clothes next year.

b) Radios

It was agreed that these were generally a good idea, although one or two of the umpires were not able to use them. They had provided a link not only to the far away' greens but also Bowls England had had one of them and so could contact us despite not being physically close.

Some umpires had been unwilling to use them and it had not been possible to explain how to use them to others. This had resulted in some problems, largely over the volume of calls, but it was hoped it would be possible to explain their use to everyone before they went to their greens next year

c) Catering

Most people had taken advantage of the tea/coffee making facilities and this had generated some money towards the hire costs. Phyl remarked that unfortunately mugs had disappeared from the stock and we had ended up with less at the end of the tournament than at the beginning! She hoped that maybe members would find them in their bags and return them next year!

d) Uniform stock

Having a stock of uniform items available had proved a success as this (together with the sale of chalk sprays) had generated sales amounting to several hundreds of pounds from the stock brought to the tournament.

2019

It was agreed that we should carry on with the 'new' things that we had brought in for 2018. It was hoped that with preplanning we could do more to publicise the Association and encourage recruitment. It was agreed that the question of banners and signs would be reviewed in 2019,

Phyl said that she intended to add some things to the 'volunteer' form for 2019. She thought that to include a box for people to volunteer to help with the Sutton Winson would help Jessie get the people she needed, and she also intended to put a box advertising the AGM on the day it was to take place on the form might be a first step to getting a better attendance. Of course, not having to change the date would also help!

11. Any Other Business

Phyl had several items she wanted to raise

a) Indoor appointments

Phyl told the meeting that there were some international events that we need to allocate umpires for.

i) BIIBC Over 50 Double Rink

Two umpires were needed for this weekend event. It was agreed that all International grade umpires should be notified of this and asked to say if they were available. The international selection committee would decide who to invite to officiate.

ii) British Isles events in March

There were events running from Friday 9 March to Saturday 16 March at Falcon IBC. These broke down into three distinct items, the lady's international series, the men's international championships and the men's international series.

Phyl suggested to the committee that these be treated as three separate events with separate crews' allocated to each. She felt that the requirement would be four umpires for each segment plus one to act as relief/liaison. The numbers required here also meant that it might be necessary to invite some umpires to join the international grade, but whether this would happen and how many would be needed depended on the replies from the existing members of that grade. She suggested that as previously all members of that grade be asked to say if they were available and the international selection committee decide on who would be invited and whether and how many 'newbies' were required.

The committee approved her proposals.

iii) Nationals

The teams for the two weeks at Nottingham had been assembled. Both consisted of two men and two women, with the men providing the team leader and duty for the first week and the women the second. The intention was to ensure that over a period of years the number of people who had experience of working at the nationals was increased as there seemed to be a distinct lack of members who had done this.

Phyl would shortly be making available on the site the forms to enable members to volunteer to mark for the various singles competitions. Competency level three markers would not be invited to volunteer this year as (after consulting the NDO) it was felt that they did not have the required experience as the demands on markers were greater in this instance, but this would be reviewed for next year.

The Area Secretaries in whose areas most of the other events took place had been asked to arrange for umpires (and markers). Exceptions to this were the Champion of Champions, where Julie Greenwood had been asked to 'lead' as she had several years' experience of the event and would be liaising with area secretaries for to closest areas to find the necessary markers. Phyl would appoint for the Yetton and Denny semis and finals (after consulting with others)

The intention was to ensure that the available duties were shared as far as possible amongst members and not given to the 'same old faces.'

b) GDPR etc

Prior to the meeting Phyl had circulated a copy of a draft GDPR policy for review. It was agreed that in view of the length of this meeting consideration of this together with points Alexander wanted to discuss would be deferred to the March meeting.

c) Bowls England Regional meetings

Phyl reminded everyone that she had already circulated details of when and where these were taking place. Invitations had been extended to county co-ordinators and area secretaries, and she said that it was vital that as many of these attended the meetings as possible. She asked Area Secretaries to check with them to ensure that the invitations were taken up. If people could not get there would they please contact her, and she would see if an officer could attend.

It had been said that these meetings were the source of the complaints that had been thrown at the association in August and it was thus very important that we were there to discuss any further things being raised by the counties so that we had a chance of putting them right.

11 Next meetings

The executive meetings would be

3 March 2019

2 June 2019

AGM

18 August 2019

12 Chairman's closing remarks

Mavis thanked everyone for giving up their time to come to the meeting and wished them a safe journey home

There being no further business Mavis closed the meeting at 15.10

M Wellington
(Chairman)

Receipts & Payments Summary

For the period from 1/10/2018 to 1/12/2018

	1/12/2018
Receipts	
101 - current Account	53.00
103 - Exam fees	210.00
106 - MACS courses	1,229.46
108 - Subscriptions	30.00
109 - .bining fee	50.00
8 - Subs pre-paid	300.00
Total Receipts	1,872.46
Payments	
203 - Computer equipment	19.89
211 - Postage	54.78
212 - Printing and stationery	253.55
214 - Telephone	43.00
215 - Travelling expenses	294.90
216 - Ad hoc expenses	131.79
5 - Equipment	447.97
Total Payments	1,245.88
Net increase (decrease) in cash held	626.58
Cash at the beginning of the period	2,574.83
Cash at the end of the period	3,201.41