

English Bowls Umpires Association

Minutes of an Executive Meeting held on 3 March 2019 at Oxford & City BC, Oxford

Present

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

1. Chairman's Opening Remarks

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

2. Apologies for Absence

Apologies had been received from Colin Wilson – Area Secretary

3. Minutes of the previous meeting

It was pointed out that the expenses of £100 per year for Area Secretaries had been omitted from the list. Agreed to insert.

Subject to that amendment the minutes were then proposed as correct by Ken and seconded by Tony and duly signed by Mavis.

4. Matters Arising

a) It was agreed that in view of the number and complexity of the items on the agenda for this meeting discussion of the GDPR policy be deferred to the June meeting

b) SOPS – These had been drafted by Ken as brief guidance for new Area Secretaries. All three were accepted (after minor amendments) and it was agreed that when they had been amended Phyl would send them out to all the Area Secretaries.

c) It was agreed that the 'Road to International Grade Umpire' would be withdrawn from the site and included in the Guide on the site in due course when agreed by the EC.

d) Ken had taken the policy document on expenses from the site and 'translated' it to make it more user friendly to use.

He had split the information into those expenses to make it clear which items relate to Indoor games and which to Outdoor and listing the various rates and who would actually be paying them.

The revised document was discussed and agreed. Ken would put it on the site. Hopefully people would now look at this information, and if they raised a query, they could be referred to that to answer their query, be it specific or general. It was also agreed that reference to that policy (and the link to it) would be included in the revised appointment letters that Sandi was preparing for the use of Area Secretaries and County co-ordinators.

5. Correspondence

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

6. Secretary's report

Phyl reported as follows

I have been very busy since the last meeting, as everything has happened at once! As usual I needed to get the form to volunteer to work at Leamington on the site, but this year this was somewhat less accurate than usual! I had been asking Bowls England if I could have the first draft of the 2019 schedule and was told that things would remain the same as 2018. When I eventually got the 2019 schedule (mid-January) this proved not to be the case! There have been changes that will make allocating duties more difficult and when members get their allocation of duties, they will need to check them carefully, and I am sure that some of the revised timings will not suit meaning more changes to accommodate this. I have just finished noting who has applied for what and should be starting on working out allocations in the next few days. Then comes the marathon of printing etc to get this out to people, followed by persuading people to confirm acceptance of the duties!

At the same time the request for volunteers for marking at the two Nottingham national finals periods had to be put on the site, so that those with duties can book any hotel necessary as far in advance as possible to get the best possible rate. Once the volunteers are known then the lists need to go to the team leaders to 'make their pick' then back to me to advise those chosen (and again get confirmation)

Also, there are some International duties at this time of year (this year is one of the busy ones for this). All active International grade umpires were invited to make themselves available for the men's over 50 double-rink with Ray Keen and Phil King being selected from the volunteers by the selection committee for this. A surprising number of eligible members volunteered and said they were available for this weekend event.

Unfortunately, this was not the case for the British Isles events in March at Falcon IBC. Again, all active International grade umpires were asked about their availability for the three segments but less than half replied (even to say 'sorry can't'). This I found disappointing. As I have been suggesting for some time, and the selection committee agreed, that this was an opportunity to create some new internationals and two will be joining that grade at Falcon (Paul Costin and Ian Vanns). I will name the full team for those events in my next report as I don't want to tempt fate with people dropping out between now and then!

This is one of the 'busy' years for international events, with in (addition to the Falcon events) the British Isles 'outdoor' having their junior men's event in September. I'm reliably informed that usually there is only the men's 50 double rink. Hopefully the

International selection committee will agree to adding more umpires to the International grade for that in September.

We had sad news recently with the death of Anita Hawes who was so involved in the foundation of the Women's Umpires Association. All the ladies have a lot to thank her for.

7. Treasurer's Report

Sandi reported as follows

1. MEMBERSHIP

The membership renewal seems to have occurred without too many hitches, although I am still chasing 14 umpires and 17 markers who have not contacted me even after 2 reminders. It takes less time to deal with a hundred standing orders than to keep reminding members and hopefully next year will be easier.

Current membership stands at 405 umpires and 247 markers. Once the database is fully updated, I will forward copies to Secretaries.

There have been a few hitches mainly caused by:-

- Standing orders without references which the bank cannot trace.
- The database being incorrect.
- My inexperience and holiday dates.

Hopefully next year most of these will have been eradicated (apart from the holiday, December 22nd to Jan 6th)

2. ACCOUNTS

I have had a meeting with the auditor and discussed various matters. He is very happy with the system which is now in place, and I hope to have final accounts for the period from 1st October 2018 to 31st December 2018 to bring to the meeting. He has requested that I mention to you all that any monies paid out for whatever reason should be accompanied by a receipt. This is to cover yourselves in the event of any queries.

We are currently showing a net profit and I am looking at transferring funds from the Lloyds deposit account to a fixed term account with a higher rate of interest.

Uniform sales are now input at both cost and selling price so that the correct profit can be ascertained, and I commend Nigel for his accounting system and assistance in this matter.

3. MATTERS FOR DISCUSSION AT THE MEETING.

a) Travel expense anomaly. In paying £6 for the first 20 miles, should we pay anything if claim is under 20 miles? A member claiming for 6 miles travelled is therefore paid at £1 per mile.

b) On letters of appointment to umpires there is a section for donating the amount claimed back to the Association – yet there is nothing on any other claim forms for this purpose. It is rarely used, as members who wish to 'donate' their payment simply don't claim. Should this section be removed?

c) We have many members who act as helpers for workshops and MAC courses. Should their contribution be recognised with a small payment to help towards travelling and refreshments?

It was agreed that the mileage rate (when paid by the EBUA) would be 30p per mile, with a minimum payment of £6. Claims for amounts below that amount would not be paid.

It was agreed that the section for making donations rather than receiving the claimed expenses would be removed from the appointment letter when it was revised.

It was confirmed that for the AGM it would be necessary to produce the accounts etc from 1 January to 30 September and from 1 October to 31 December 2018.

Phyl asked what was happening about the PayPal account that had recently discovered. It had been discovered that Allan Thornhill had continued to supply the manuals requested via this account. After a discussion of whether it would be a good idea to make more use of this account for merchandise sales it was agreed that, due to the per transaction fee, the current arrangement would continue with Allan continuing supplying manuals when they were purchased using the PayPal account. It was agreed to investigate the current stock of manuals, as well as try and discover where the 'original' draft of the manual was (as neither Vic nor Phyl held this) and have it updated with the latest Law/section numbers. It was thought likely that a further supply would need to be purchased.

Ken reported that it was no longer possible to download a copy of the manual directly from the site as it seemed the firm who had dealt with this for us had gone out of business. He had therefore removed the facility from the site.

It was also agreed that the situation concerning the DVD also needed to be investigated.

Finance generally was discussed and the possibility of receiving an increase in grant. Sandi was to prepare a business case around the amounts that clubs were now charging for their use for exam weekends or MACs for Phyl to use in due course.

Sandi and Tony were making arrangements for the various alternative jackets to be available via our site, rather than having to go through him.

English Bowl Umpires Association
Profit and Loss Statement
For the period from 1/10/2018 to 31/12/2018
Accrual basis

	31/12/2018
Less: Expenses	
Fixed assets - depreciation	-
Fixed assets - loss on disposal	-
Inventory - cost	218.32
Accounting fees	-
Bank charges	-
Computer equipment	24.91
Course/Exam expenses	-
Depreciation	-
Donations	-
Insurance	-
Leamington Office Expenses	-
Postage	253.16
Printing and stationery	596.50
Purchases - uniform	-
Telephone	43.00
Travelling expenses	1,342.10
Ad hoc expenses	208.54
Uniform delivery charges	25.91
Subsistence	60.00
E.I.B.A. events	-
Total — Expenses	2,772.44
Income	
E.I.B.A. Annual fee	-
Inventory - sales	306.00
current Account	53.00
Donations	50.00
Exam fees	210.00
Grants	-
Interest received	-
MACS courses	1,369.46
Sales	-
Subscriptions	6,783.00
Joining fee	50.00
Bowls England Annual Fee	-
Total — Income	8,821.46
Net profit (loss)	6,049.02

A. Rd

English Bowl Umpires Association
Balance Sheet
 As at 31/12/2018
 Accrual basis

	31/12/2018
Assets	
Accounts receivable	-
Fixed assets, accumulated depreciation	-
Cash at bank	1,499.32
Cash on hand	161.88
Inventory on hand	4,836.74
Deposit account	35,885.77
Fixed Assets	447.97
Events pre-paid	530.00
Total — Assets	43,361.68
Less: Liabilities	
Subs pre-paid	2,950.00
Net assets	40,411.68
Equity	
Retained earnings	6,049.02
Starting balance equity	34,362.66
Total — Equity	40,411.68
Total equity	40,411.68

Report to the members of English Bowls Umpires Association

Having gone through various elements of the prepared accounts using the paperwork backing files, the accounts software, and discussing the accounts with the treasurer, I confirm that I am happy that the accounts show a true record for the period 01.10.18 to 31.12.18.

The amount of time and effort that Sandi has put in to the accounts over this period is clear to see, and she should be commended on this.



Andrew Millward

26.02.19

8 National Development Officer's Report

Vic reported as follows

I must apologise for not being at this meeting which I very much wanted to be, but due to what happened at the meeting with BE last year I arranged a MAC in Ipswich because I was informed that they were running their own. There is only one Marking Awareness Course and that's ours, we have 30 names for the course, so it won't be a waste of time.

Already this year I have been to Cumbria for a workshop and exams.

Whilst I was there, we have trained and put in place a Workshop tutor Bernie Hill also trained Greg Brown as a National Examiner, so the North is now covered.

We also went to Blackpool to carry out a MAC course and trained Bernie Hill as a MAC tutor but due to a family bereavement Greg could not make it. One of the most enlightening courses I've ever ran as 7 of the candidates were deaf, everything we said went through a signer any questions came through a signer.

I'm hoping to meet up with Greg at Ipswich for MAC training.

We then went to Hull for a workshop and examinations carried out by our new team all went very well, I'm happy that we have the North covered, with a MAC Tutor and workshops and Examinations team with registered helpers.

The development team have been working very hard to get a Road to International Paper on the web-site so everybody can see what is expected of them to become an International Umpire the paper has had the backing of the Association Officer's

If this was in place when I was coming along I would have achieved International a lot earlier.

Vic had managed to get someone else to look after the exams at Ipswich and he appreciated that.

He was appreciative of the number of MACs that everyone was arranging throughout the country. Mavis said that she was receiving very good reports of all the Macs from people who had attended.

9 Area Secretaries Reports

Area 1 – Bernie Hill

Bernie reported as follows

January and February have been busy but very productive times. January 26th and 27th was the Umpire Assessment Weekend at Carlisle IBC, where 6 umpires were successful including, 1 new Regional, 2 National Upgrades and 3 four yearly assessments. A MAC followed this on February 9th at Newton Hall IBC, Blackpool. 12 people, 6 of whom were deaf, attended the MAC and I was indebted to Clare Fletcher from Heaton Hall Bowling Club for her invaluable work as a signer throughout the day. February 16th saw an Assessment Day at North Cave IBC, Yorkshire where 5 umpires were successful, including 1 new Regional, and 4 four yearly assessments.

All of the above courses were run in liaison with Vic and Ian and enabled Greg Brown and myself to train as Tutor and Examiner, respectively.

I have an upcoming MAC booked, as requested by Margaret Docherty, for Cumbria IBC on March 24th. Further interest in MACs has been shown by Bolton FG BC,

North Cave IBC and Northumberland. I had 2 helpers at the North Cave session, one of which is now becoming part of the examining team, Maxine Groce.

The National Finals of the Mixed Fours and Mixed Pairs were covered at Hartlepool IBC, February 21st – 25th, by Dave Clements who stood in on the day when the scheduled umpire was unable to attend due to family illness, Greg Brown, Brian Brown and myself.

Anthony Little has resigned as the County Coordinator for Cumbria and has been replaced by Vic Emmerson.

The BE Regional Meeting at Appleby BC on March 23rd will be attended by the following:

Bernie Hill (Lancashire)

Jim Holmes (Northumberland)

Gareth Hicks (Durham)

Vic Emmerson (Cumbria)

Apologies have been received from Stewart Clark (Yorkshire).

Area 2 – Colin Wilson

Colin reported as follows

Since the last meeting I have been able to appoint a County coordinator for Warwickshire (Christine Venn). Her details have been put on the website. The 2 of us are now working together to organise an umpire's workshop in Warwickshire, as there are 7 umpires in the county requiring a retest, and 3 from Leicestershire. We are also trying to appoint mentors for new markers, having lost our previous 2 (Francis Fletcher and Brian Burton).

I have also organised a M.A.C. Course @ Melton IBC for 8th- 9th June 2019 which has had fantastic support and was full within 10 days of advertising (36 places). I am now looking to arrange one in Lincolnshire before the start of the next indoor season. We are extremely busy with Area Finals and Semi Finals requiring Neutral Venues.

I would finally like to note my agreement to the detailed criteria required by umpires to upgrade to International Status.

Area 3 – Tony Hatch

Tony reported as follows

Ely IBC hosted the EIBA under 25s in January and Peter Hartwell, Cambridgeshire co-ordinator, took charge in organising Umpires and Markers for the two days. All went well according to his report despite EIBA making late changes to the number of rounds to be played on each day increasing the number of officials required on Saturday and reducing on Sunday.

I have run a Marking Awareness Course at Havering attended by 28 bowlers. My thanks to the nine Umpires and Markers who assisted me during the day. I have also arranged for further MACs at Ipswich, Acle and Chesterton.

We currently have two possible regionals and six 4-year refreshers that have applied to attend the seminar weekend at Barking in April. A further two possible regionals from Essex are attending Swindon later this month having passed their 100 questions earlier this year.

I have been in regular discussions with Essex County Outdoor Bowling Association and in principal the Officers have agreed to include the County Co-ordinator or

Deputy to attend all their Executive meetings. This achievement alongside the annual game that we play in December against the Essex County Indoor Bowling Association men, will increase the EBUA profile within Essex and could be an example for other counties to follow.

At the time of writing this report two county co-ordinators and myself plus Roger Jarvis (Norfolk), (subject to marking commitments at Nottingham) will be attending the BE regional meeting at Newmarket later this month.

Area 4 – Carol Watt Sullivan

Carol reported as follows

Winter seems almost gone with the current warm spell. I wish to thank all my County Co-ordinators, and their team 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) throughout our busy winter season. May I wish all well for the forth summer season and hope it will be as fine weather (and hopefully a little cooler than last).

Successful PBA events were held from September onwards with positive comments being made on marking and umpiring. It also gave the organisers and umpires the opportunity to monitor working EBUA members.

Assessment centres have been organised for 27 & 28 April at Bromley IBC (still chasing attendees) and early plans are in place for one at Wealden IBC (A22/A26 junction with A272) on 7 & 8 September.

Markers Awareness courses continue to attract interest with some attendees moving onto umpire training. We are also finding new locations in the area now expressing an interest in such courses and hopefully this will not only improve marking skills at club level but also provide a good recruitment ground. One club for which we have a date being arranged has managed to fill all available places just from within the club!

Kent: A formal announcement has been made to all members regarding Alex Duckworth retirement as county coordinator and all county parties informed. Hopefully there will be a smooth transition. Alex will still be active and as ever no doubt co-ordinate the PBA events etc.

Area 5 – Steve Alway

Steve reported as follows

Kate Williams is country co-ordinator Herefordshire and with two marker awareness courses in Gloucestershire and two in Somerset with one in Wiltshire and Berkshire and beings sorting out all the umpire for the area final but it being a busy time

Area 6 – Alexander Wilson

Alexander reported as follows

Marking Awareness Courses have been run in Devon and Hampshire with another arranged and more being planned. Umpire Training Workshops and Examinations have been arranged for May and September. Indoor National and County umpiring duties have been covered and, as ever, my thanks go to my County Coordinators for their efforts and to the Umpires who make themselves available for those duties.

I have received a request from an Indoor County as to whether fees/expenses to umpires can be a fixed amount per match, set annually. This would replace the current on the day requests by umpires for differing amounts.

Leamington 2019

a) Portacabin

Phyl asked for confirmation from the meeting that she should book the portacabin for the same period for this year. This was agreed.

It appeared that there may be a banner advertising where the umpires were. Phyl said she would investigate this.

Last year water for teas etc had had to be fetched as the water connection was used by the 'Friends' tent, and this was likely to be the same for this year.

- b) It was agreed that having uniform etc available to buy in the portacabin had worked well last year. It was agreed that Phyl would ask Nigel to make arrangements for something similar to happen this year.

10 AGM

Phyl reported that as stated at last year's meeting it would take place on Sunday 18 August. Hopefully we would not be forced to move our meeting this time! She had already made informal arrangements with The Avenue BC so that they were able to take this into account when compiling their fixture list for this summer.

It was agreed that she should confirm the arrangement with them.

11 Any Other Business

- a) The expenses paid in respect of umpires in Devon were discussed
- b) The change to the Crystal Mark Laws by the EIBA had given rise to several issues base around bowlers not realising that there were differences from their previous conditions, especially in the area of draws for rinks and rink bookings.

Some had not even realised that there was a revised edition of the Laws (with an addendum) for the changes.

13 Next meetings

The executive meeting would be

2 June 2019 at Oxford

AGM

18 August 2019 at Leamington

12 Chairman's closing remarks

She said that this had been a hard meeting, but she felt that everyone had learnt a lot, and it had reinforced that there was 'no I in team'. 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 14.50

M Wellington
(Chairman)