

Glenearn Cottage
Edinburgh Road
PORT SETON
EH32 0HQ
scottisharchery@gmail.com
Tel 01875 811344



1 November 2015

Dear Member

**Notice of Calling and Business to be Conducted at an
Annual General Meeting**

The Annual General Meeting of Scottish Archery Association will be held on Saturday, 28th November 2015 at **10.15am** within the Dewars Centre, Glover Street , Perth, PH2 0TH.

The business to be considered will be :-

1. Confirmation of Meeting being quorate
2. Apologies
3. Welcome by Chair
4. Approval of Minutes of AGM of 29th November 2014
5. Matters arising
6. Annual Report and Accounts from Board
7. Approval of Accounts Inspectors for 2016-17
8. Approval of fees for year 2016 – 17
9. Resolutions to amend wording of Bye Laws 2.1.4 and 3.5
10. Approval of Co-opted Independent Director – Mr Vincent Bryson
11. Elections for other nominal vacancies on Board
(Finance, Governance, Coaching & Operations)
12. Scottish Archery Coach and Volunteer & David Christie Awards
13. AOCB

Close of Meeting



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Scottish Archery is the trading name of Scottish Archery Association Limited (a company limited by guarantee). Registered in Scotland No SC389745

General Discussion and Questions if time permits

A minimum of 20 voting members must be present at the meeting together with proxy voting forms which, in total, represent at least 10% of the Voting membership to form a quorum. Proxy voting forms are available on the SAA website as well as through Club secretaries.

In accordance with Articles of Association this proxy voting form **MUST** be returned to the **Administrator, Scottish Archery Association, Glenearn Cottage, Edinburgh Road, Port Seton EH2 0HQ** or by email to scottisharchery@gmail.com on or before 11am, Thursday 26th November 2015

Yours faithfully,

SAA Administrator

Attached are ;

- Agenda
- Minutes of SAA AGM of 29th November 2015
- Annual Statement from Board
- Statement of Independent Director
- Statements of nominations for other Director Vacancies
- Proxy voting form for individual members



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AGENDA

SAA AGM ON 28TH NOVEMBER 2015 Dewars Centre, Perth

- 1 Confirmation of Meeting being quorate
 - 2 Apologies
 - 3 Welcome by Chair
 - 4 Approval of Minutes of AGM of 29th November 2014
 - 5 Matters Arising
 - 6 Annual Statement and Accounts from Board
 - 7 Approval of Accounts Inspectors for 2016-17
(Four-m Accountants of Dundee)
 - 8 Approval of fees for year 2016 – 17
(Board recommend that fees are not increased for year 2016-17)
 - 9 Resolutions to amend wording of Bye Laws 2.1.4 and 3.5
 - 10 Approval of Co-opted Independent Director- Mr Vincent Bryson - Article 13.4
 - 11 Election of 3 other nominal Director Vacancies on Board - Article 13.3
Nominations:-
 - A Stephanie Clason
 - B Moira Taylor
 - C Douglas Blyth
 - 12 Scottish Archery Coach and Volunteer Awards
 - a Coach of Year
 - b Senior Volunteer of Year
 - c David Christie award
 - 13 AOCB
- Close of Meeting

General Discussion and Questions if time permits

APPROVALS and RESOLUTIONS
TO BE CONSIDERED AT THIS ANNUAL GENERAL MEETING

- 1 Item 7 - Approval to confirm appointment of Four-m Accountants of Dundee as Accounts Inspectors for year 2016 - 17
- 2 Item 8 - Approval to adopt the proposed fee structure for year 2016-17
(no increase in any category)
- 3 Item 9 - Ordinary resolution to amend the wording of Bye Law 2.1.4
Family Members” Two or more members of the same family, one of whom must be an Ordinary Member or an Associate Member

changed to

“Family Members” Two or more members of the same family or partners residing at the same address and one of whom must be an Individual Member or an Associate member.

- 4 - Ordinary resolution to amend the wording of Bye Law 3.5

If one Associate or Individual Member (as defined in these Bye-laws) of a household pays membership fees at the full rate for that category, then one further Associate or Individual Member and all Junior Members within that household shall pay fees at the reduced rate of 50% of the annual subscription fee set by the SAA for Associate or Individual Members.

changed to

If one Associate or Individual Member (as defined in these Bye-laws) of a family/partnership at a single address hold pays membership fees at the full rate for that category, then one further Associate or Individual Member and all Junior Members within that address shall pay fees at the reduced rate of 50% of the annual subscription fee set by the SAA for Associate or Individual Members.

- 5 Item 10 - Approval of Co-opted Independent Director – Mr Vincent Bryson
As per Article 13.4

6 Item 11 - Election of nominal positions as Directors of Scottish Archery –
As per Article 13.3 - the following persons are nominated to fill nominal vacancies of Finance, Coaching & Governance.

	Finance	Coaching	Governance
Stephanie Clason	-----O-----	-----	-----
Moira Taylor	-----	-----O-----	-----
Douglas Blyth	-----	-----	-----O-----

As no nomination has been received for the nominal position of Director of Operations the Board will consider the options of co-opting an SAA member into this position or advertising the vacancy with a view to co-opting a suitably qualified second Independent Director.

This is competent by virtue of Article 13 of the Articles of Association.

DRAFT

ANNUAL GENERAL MEETING
OF THE
SCOTTISH ARCHERY ASSOCIATION
HELD ON
SATURDAY, 29 NOVEMBER 2014
AT THE DEWARS CENTRE, PERTH

Mather, M, Chair	Davidson G, Glasgow Archers
Paton, A , Director of Governance	Duff A, Glasgow Archers
Jennings, C, Director of Performance	Hutton D, Glasgow Archers
Barby, V, Director of Communication	Mather R, Glasgow Archers
Ward, A, Director of Finance	Ross C, Glasgow Archers
Symonds, M, Director of Member Services	Ross J, Glasgow Archers
Sangster, D, Director without Portfolio	Elmendorff K, Largs
MacLean, N, Director of Operations	Schallmoser F, Largs
Downie C, Ayr	Fleming G, Lasswade
Laing G. Ayr	Fleming A, Lasswade
Jamieson K, Balbardie	James C Lasswade.
Jamieson G, Balbardie	Henderson K, Links Archers
Murphy C. Bannockburn	Needham S, Links Archers
Cutts J, Broch	Provan R, Links Archers
Forrester M, Clyde Arrows	MacMillan I, Linwood
Hynds F, Clyde Arrows	Male K, Lochside Bowmen
O'Donnell S, Crieff Archers	Garrigan L, Penicuik Archers
Barby S, Edinburgh University	Hawker L, Penicuik Archers
Elliot M., Edinburgh University	Lennon P Penicuik Archers
Jardine D, Edinburgh University	McLean E Penicuik Archers
Meyer J, Edinburgh University	Kirkwood M, Pentland Archers
Dunsmore N, Falkirk Co of Archers	McGonigle B, Pentland Archers
Pettett P, Falkirk Co of Archers	Stone, J , sportscotland Partnership Manager
Taylor M, Falkirk Co of Archers	Dunlop, J Administrator
Come P, Glasgow Archers	

1. CONFIRMATION OF MEETING BEING QUORATE

Alistair Paton confirmed that there were enough proxy votes and people present to allow the meeting to commence.

2. APOLOGIES

Apologies were intimated on behalf of Frank Reid, Mary Breakwell and Neil Scott.

3. WELCOME BY THE CHAIR

Michael Mather welcomed everyone to the meeting and noted that it was encouraging to see so many members attend.

4. MINUTES FROM PREVIOUS AGM

It was proposed by Kathleen Male and seconded by Bob Provan that the minutes of the EGM held on 31 May 2014 were a true record.

5. ANNUAL STATEMENT AND ACCOUNTS FROM BOARD

Copies of the Annual Report and Financial Statements were circulated (copy on file). Questions which arose included:

- a) PVG – Iain McMillan, Linwood Archers, asked if there should be a person within each club with responsibility for PVGs. Martin Symonds explained that the priority for the SAA was to ensure that all coaches had PVG certificates. The proposal will be that each club will register through Volunteer Scotland and be responsible for getting their volunteers PVG'd. Martin Symonds noted that it is good practice to have volunteers PVG's if there are children regularly attending the club. The responsibility for coaches will continue to lie with the SAA. Martin Symonds noted that he hopes to roll out the new system in the next month and will be in contact with clubs regarding this.

It was noted that if there was a need for clubs for PVG training then the SAA would look at this.

Colin Downie noted that Martin Symonds should be congratulated on the work he had done in the last year to ensure that the coaches now had PVG certificates.

- b) Selection Criteria – Frank Hyndes, Clyde Arrows, asked about the selection criteria where it appeared to be different from what was published. Claudine Jennings explained that what was published was the minimum criteria but that there was a bit of flexibility and that Archers should contact her regarding this. She did note that moving forward the selection criteria for Squad would be MB Archers and above.
- c) Junior Selection – Claudine Jennings noted that she had omitted Geordie Harrow from the juniors who had represented Scotland during 2014 and an amendment will be going out. Mark Forrester, Clyde Arrows, asked about the juniors being selected when they were not in the Scottish rankings. Claudine Jennings explained that scores for squad and team selection go directly to her and that this is separate from the Rankings Scores, as there is no requirement to submit scores unless you wish a ranking. The teams are selected on the best scores. It is hoped that all archers would also submit their scores to the Rankings Co-ordinator.

Michael Mather noted that this would be clarified on the website to avoid any confusion and to ensure that the process was transparent.

Members were also encouraged to sign up for MailChimp in order to receive information directly.

Murray Elliot, Edinburgh University, asked if the one of the junior's scores were taken from a club shoot and if this would be made available to all juniors. Claudine Jennings confirmed that it was done at a club shoot, as were other junior scores submitted and that this was accounted for in the selection criteria.

- d) Performance Centre of Excellence – Derek Sangster updated the members on the progress to date on the Performance Centre of Excellence. After considering six opportunities, two venues have been progressed. These are Edinburgh University and the National Shooting Centre and the SAA has registered a letter of intent with both parties. The National Shooting Centre is currently at the stage where they have issued a tender document and are awaiting responses and initial discussions have been held with Edinburgh University. Derek Sangster was keen to note that this is at a very early stage but that the membership would be kept up to date as the project moved forward.

Mark Forrester was concerned about the Edinburgh University proposal and that the SAA would be making a business for someone else. Michael Mather noted that sportscotland were involved in the process and that they were keen that any centre had multiple uses and was not stand alone.

Frank Hyndes noted that he had views on what should be included in the Centre and asked if the membership would be consulted. Michael Mather explained that a sub-group would be looking at this and that he would be more than welcome to be part of that.

Frank Schallmoser asked if Inverclyde had been considered as it was being redeveloped. Michael Mather noted that he had a meeting with Inverclyde about a year ago, however it was not at that time suitable as a venue, but would happy to revisit this. Jacqui Stone explained that Inverclyde's focus will be on disability sport and she felt that it was the right decision that the Board had made to rule out Inverclyde as there were good other options on the table.

Bob McGonigle asked if there was a specification document for the Centre of excellence. Claudine Jennings explained that currently it was more of a wish list but agreed that it would be published on the website. (*Action Claudine Jennings*)

Bob McGonigle explained there is currently a memorandum of understanding between Archery GB and the University of Nottinghamshire regarding their new facility and agreed to update Derek Sangster on this. (*Action Bob McGonigle/Derek Sangster*)

- e) Para Archery Squad – Mark Forrester asked about the Para Archery squad which is being facilitated at Edinburgh University. Claudine Jennings updated the membership that she has had discussions with Mike Peart at ArcheryGB regarding the para archers who have come off GB Squad due to difficulties of travelling down to Lillishaw; this has meant that they have lost their funding for this. SAA will look to get the squad running to ensure that there is a pathway for the para athletes for Rio. Sportscotland and ArcheryGB are involved in the discussions of this and are supportive.

Murray Elliot asked about the classification of athletes in Scotland. Claudine Jennings noted that she has looked at the performance aspects in setting up of the squad and these athletes already have their classification confirmed. Shelly Phillip, SAA Disability Officer, has been working with Scottish Disability Sport around this.

- f) Communication – Victoria Barby noted that feedback had been that the SAA were being too proactive in their communication via mailchimp so this had been reduced to quarterly newsletters with interim updates. The minutes are not issued on MailChimp. All club secretaries have been asked to sign up to mailchimp in order that they can be aware of what is issued; this is a separate communication from the communications which are circulated via the club secretaries. It was agreed that there would be a review of what was being issued via the different communication channels. (*Action Victoria Barby*)

Mark Forrester asked about adverts for performance archery which were on the facebook page. It was confirmed that the SAA are happy to share and promote archery from all organisations.

- g) Financial Report – Karen Henderson and her firm FOUR-M were thanked for their inspection of the accounts which had saved the SAA £1,200. Ann Ward had provided the Financial Reports, and agreed to email the breakdown of costs relating to competitions around the Members. (*Action Ann Ward*)

Bob McGonigle noted the high amount of reserves sitting at £72,000. Michael Mather noted that the KPMG Audit had highlighted that the SAA should have a reserves policy and this is now being worked on. It was noted that once the sportscotland investment is known a plan will be developed on the investment of the reserves. Michael Mather confirmed that there would be a reserves policy in place by the next AGM.

6. APPROVAL OF ACCOUNTS INSPECTORS FOR 2014-15 (FOUR-M, ACCOUNTANTS OF DUNDEE)

It was proposed that the Four-M, Accountants of Dundee be approved as the Account Inspectors for 2014-15. There were 154 votes in favour and no votes against the proposal and FOUR-M were duly confirmed as Accounts Inspectors for 2014-15.

7. APPROVAL OF FEES FOR 2015-16

The Board was recommending that there should be no increase in fees for 2015-16. Bob McGonigle asked if consideration had been given to the financial liabilities, and it was confirmed that the Board had taken this into consideration along with the high level of reserves currently. It was confirmed that the Board had not considered reducing the fees, as the level of investment from sportscotland was not known. There were 154 votes in favour and no votes against the proposal and no increase in the fees for 2014-15 was agreed.

8. DIRECTOR VACANCY ON THE BOARD

Derek Sangster was standing down from the Board as Director without Portfolio and the vacancy

for an Independent Director had been advertised but no nominations had been received by the closing date. However, the position had been re-advertised and there had been nominations with the closing date being 6 December. Interviews will then be held and the candidate co-opted onto the Board with ratification at the next AGM.

Iain Wilson had resigned from the Board as Director of Coaching due to personal reasons. The position will be advertised and hopefully in the next week when the role profile and application forms will be distributed. The aim will be to interview and co-opt onto the Board for ratification at the next AGM.

Muriel Kirkwood asked what would happen if there were no suitable candidates for the Independent Director following the application process and it was confirmed that the Board would be required to work without an Independent Director.

Mark Forrester asked if the Director of Coaching needed to be a coach and it was confirmed that the role profile would be distributed which would set out the criteria for the position, although it was noted that the candidate should have a good knowledge of the coaching framework, although not necessarily a coach.

9. SCOTTISH ARCHERY COACH AND VOLUNTEER AWARDS

Michael Mather explained that this was the first Coach and Volunteer Awards and thanked everyone who had submitted nominations. The Awards were presented as undernoted:

Coach of the Year	Neil Scott, Largs Archery Club
Highly Commended Coach of the Year	Moira Taylor, Falkirk Co of Archers
Senior Volunteer of the Year	Tina James, Lasswade Archery Club
Highly Commended Senior Volunteer of the Year	Liz Garrigan, Penicuik Archers
Junior Volunteer of the Year	Ruth Porter, Bannockburn Archers
David Christie Memorial Shield	Norrie and Elayne McLean, Penicuik Archers

10. EQUALITY PRESENTATION

Alistair Paton did a presentation on Equality with the SAA hoping to achieve Foundation Level of the Equality Standard by March 2015. Michael Mather and Alistair Paton are the Equality Champions for Scottish Archery.

Frank Schallmoser asked if Clubs also have to achieve the Foundation level and Jacqui Stone noted that the governing bodies go through the standard with the information being disseminated to Clubs. If there is a need for an equality workshop for clubs then sportscotland can facilitate this. Peter Lennon confirmed that currently there is no Equality training as part of the coaching license.

Bob McGonigle asked what would happen if there was conflicting advice from ArcheryGB and SAA on Equality issues and Jacqui Stone confirmed that there wouldn't be conflicting advice as sportscotland sits on the UK Equality Group so both organisations are part of the same process. It

was agreed that Bob McGonigle and Alistair Paton would discuss liaison with ArcheryGB Equality Officer. (*Action Bob McGonigle/Alistair Paton*)

Murray Elliot noted that there had been a previous “Pass it On” Coaching Course for disability coaching and Martin Symonds noted that this is now incorporated into the Level 1 course. Michael Mather noted that Archery is one of Scottish Disability Sports’ core sports and Shelly Phillip has been liaising with them.

11. SPORTSCOTLAND PRESENTATION

Jacqui Stone had submitted a statement for the AGM (copy on file) and did a short presentation to update the members on how far Scottish Archery had come over the last year and that sportscotland were very impressed with the work which has been done by the Board. The Board has taken on all governance issues and has done everything, and more, that sportscotland had asked of them. Board meetings are now being held regularly and the SAA is in a vastly different position that a year ago.

On 3 November Scottish Archery presented to the sportscotland for investment for the remainder of the two year Rio cycle. She noted that it was an ambitious presentation but had been well received by the sportscotland panel. Staffing had been included in the proposals and this will be looked at. One of the challenges is sustainability as the SAA is purely run by volunteers hence the reason that staffing was applied for. There were 26 other sports also presenting to the Panel and the recommendations of the Panel will go to the sportscotland December Board meeting with the final decisions being ratified at the February Board meeting.

Bob McGonigle asked what would happen to the performance investment if ArcheryGB missed their Olympic milestones and how would that impact upon SAA funding. Jacqui Stone noted that the performance funding comes out of one pot and this is being looked at with Claudine. The development investment is separate and would remain.

Jacqui Stone was thanked for her presentation and her support throughout the past year.

12. PRESENTATIONS

The undernoted two presentations were made:

Scottish Archery Life Membership – Tina James
First Inductee into Scottish Archery Hall of Fame – Derek Sangster

13. SPORTSCOTLAND INVESTMENT PRESENTATION

Michael Mather gave the presentation which was given to sportscotland on 3 November. It was agreed that the full presentation would be available on the website.

Frank Schallmoser asked if it would be possible for three universities in the one area to come together and have a joint club. Douglas Jardine noted that this would depend upon facilities and

that he is currently working on the Scottish Student Sport Archery Development Plan and would share this with the Board.

Bob McGonigle agreed to provide ArcheryGB's demographics. (*Action Bob McGonigle*)

14. KPMG AUDIT

Michael Mather updated the membership on the recent KPMG Audit which the SAA had gone through. The SAA have been graded at "Performance Improvement Needed". It was noted that the next audit will take place in 2016.

The Board members were thanked for their hard work over the year.

Scottish Archery - Annual Report 2015

Chairperson's Introduction:

2015 has undoubtedly been an exciting year of development and growth for Scottish Archery.

While we managed to reduce the number of Board meetings from the rather frenetic 15 in 2014 to a far more manageable 7 in 2015, the Board has managed to maintain the momentum of the previous year in moving the organisation forward. This was one of the key requirements for **sportscotland** to consider investing for the future of our sport.

Again I must take this opportunity to thank all of the Directors of Scottish Archery for all of their incredibly hard work on behalf of the organisation and its membership. I must also thank all of those members who have volunteered over the past year for all of their time, effort and dedication to making Scottish Archery better both organisationally and as a sport.

Appointment of Independent Director:

As part of our programme of continuous improvement both in the structure and governance of Scottish Archery it was agreed that Scottish Archery should seek to attract at least one Independent Director to our Board. Early in 2015 we went through a rigorous recruitment process, attracting numerous high quality applicants for this post.

Out of this process we were able to welcome Vincent Bryson onto the Board as a co-opted Board member. You will already have seen that Vincent's post is submitted for ratification at this AGM.

Since joining the Board, Vincent has brought an extremely valuable external perspective to our organisation. He is currently focussing on the Risk Management aspects of our sport and governance and this puts us in a very good place for the next organisational audit that KPMG will be undertaking on behalf of **sportscotland** in mid 2016.

sportscotland investment:

Having submitted our strategy and plans for the ongoing development and growth for Scottish Archery to **sportscotland** in November 2014 (as shared at our 2014 AGM and on the Scottish Archery website we were delighted in Spring of 2015 to be advised that Scottish Archery had been awarded an investment of over £60,000 for the year to the end of March 2016. As we advised the membership once the investment had been agreed this funding is primarily to assist in the growth and development of archery in Scotland. An integral part of this is the employment of our first ever paid member of staff, which I will explain shortly. I should also take this opportunity to thank Jacqui Dunlop, our Administrator, for all of her extremely hard work throughout the year and for keeping your Board right on so many matters – our organisation would be a far worse place without Jacqui's ongoing and continuous work on our behalf.

Executive Development Officer:

As noted above, **sportscotland** provided significant investment for our sport in 2015 and a substantial proportion of this was to employ an Executive Development Officer. The primary aim of this role is to provide support to the Board in developing and delivering long-term strategies for further growing and developing archery across Scotland. When the role was advertised we received in excess of 20 applications. Again, after a rigorous selection and interview process our new Executive Development Officer was appointed and joined Scottish Archery in the middle of August. We are confident that our new employee will make an ongoing and significant improvement in our development over the coming years and is already working closely with the Board and individual Directors to assist in developing and delivering new strategies for Scottish Archery. As our overall strategy is reviewed, revised and updated the Board will keep the membership of Scottish Archery fully updated and informed.

Board Development:

As part of the outcomes from the 2014 KPMG audit, and to ensure that the internal governance and management of Scottish Archery meets the highest standards we have been working to develop Board member capabilities and development over this year. We were extremely fortunate to have two of our Board members participate in a full week 'Women Leaders In Sport' programme, significantly funded by **sportscotland**. In addition, our new Independent Director has been selected for the 'Future Leaders' programme, again gaining significant support from **sportscotland**.

Progressing our journey to a Centre of Excellence:

As noted at the 2014 AGM your Board had started the process of trying to identify and develop an appropriate venue for a Centre of Excellence for Scottish Archery. At that time we had engaged in tentative talks with Scottish Target Shooting and with Edinburgh University as we believed that there could potentially be funding available to support such a development. Over the past few months our focus and efforts have been focussing on working with Scottish Target Shooting and **sportscotland** on their development of a shooting Centre of Excellence in Central Scotland. This potential development has significant backing from **sportscotland** and the Scottish Government and we believe that this is a fantastic opportunity for Scottish Archery to be directly involved in, and influence, this facility which could provide us with a fantastic outdoor, indoor and Field Archery facility. As this develops further we will keep the membership of Scottish Archery engaged and involved.

International Representation:

Our congratulations to all members of Scottish Archery who were in a position to compete for their country over the course of 2015. We would also like to congratulate those members of our

organisation who performed to a standard sufficient for them to represent Team GB – well done to you all. It is only right and proper that mention should be made of the inclusion of Archery in the Commonwealth Youth Games in Samoa and the representation on Team Scotland of Evelina D’Arcy and Struan Caughey both of whom represented Scotland brilliantly. I was fortunate enough to attend the Commonwealth Games Scotland Annual Dinner a few weeks ago and was very proud when Struan was interviewed by Hazel Irvine to get his view of the experience and what archery meant to him. Congratulations as well to Hope Greenwood who managed to achieve: triple Scottish champion, British Target Champion, British University Champion, 2nd at European pro series debut, and currently ranked Number 3 in the UK.

Club Development Fund:

Given that one of our key strategic initiatives is to increase and grow our overall membership and the number of affiliated clubs were pleased to launch the Club Development Fund in October. This will provide opportunities to assist with creating and developing new clubs and potentially providing existing affiliated clubs with financial assistance where they can demonstrate a plan for growth and development. A sum of £5000 has been set aside for the new financial year for this purpose. Hopefully this will also be available in subsequent years but this will, of course, be dependent on our overall financial position.

Hall Of Fame:

As noted at last year’s AGM we launched the Scottish Archery Hall of Fame to recognise those who have contribute greatly to the success of Scottish Archery and we intend to induct new members into the Hall of Fame over the coming years – so please do take the opportunity to submit nominations when such opportunities arise.

Governance Report

Continuing an ongoing process from last year the Director of Governance has completed most of the outstanding Policies and Procedures required to sustain the significant progress made in establishing a written base from which Scottish Archery Association can look towards the future with confidence. This was done with the membership in mind and the relevant documents were circulated to everyone for consultation. Thanks are due here to all who took the effort to review these documents and make comments and suggestions as to how they be better improved or changed to the benefit of the Association. Nonetheless, there is still work to be completed on a few topics but this are currently in hand.

Scottish Archery also successfully completed the Foundation level on Equality earlier this year and has the necessary documentation in place to keep this important subject as a priority for the foreseeable future.

We were also delighted to be one of the first Scottish Governing Bodies to formally sign up the LGBT Sports Charter early in 2015.

Performance Report

We have had another busy and successful year for Performance within Scottish Archery.

Academy and Squads

The Junior Academy is ongoing with some new faces this year making a total of 16 archers and 5 regular coaches. The senior squad invited archers with a minimum of 2 MB scores and has 20 members and the para squad has 4 members. Regular training days are taking place over the winter.

Scottish Teams

6 of our junior archers competed for Scotland at the National Junior Outdoors in July 2015 with a second place finish for the team and special mention to Caitlyn Aiken of Buchan archers who is British champion and shot a new British record of 1377 for a Metric 5. The senior team excelled at the Euronations held in Edinburgh with a win for Scotland on home soil and a 3rd place individual medal for Fraser Chape. Senior team at the British Target championships also finished second behind England with special congratulations to Hope Greenwood of Edinburgh University who is British compound ladies champion.

International Events

2015 has seen a record number of Scottish archers compete for Great Britain at international events with archers at the European Indoor Championships, Summer Universiade in Korea, European Field Championships, the European Youth cup and the World Youth Championships. 2015 was also the Commonwealth Youth Games, held in Samoa, which included archery for the first time. Scotland was represented by Evelina D'Arcy and Struan Caughey who qualified well in 5th and 4th place respectively but were eliminated in the quarter finals.

Looking Forward

2016 will be a big year for archery with the Rio Olympic games and hopefully some of our para squad archers will be selected for the GB Paralympic team. Discussions are ongoing for a potential centre of excellence for archery in Scotland and we are hoping to move forwards with area development squads and senior team camps.

Congratulations to the following archers who have represented Scotland in 2015:

Junior: Struan Caughey, Evelina D'Arcy, Caitlyn Aiken, Geordie Harrow, Sarah Fraser, Emma McLachlan and Joe Seez.

Senior: Malcolm Alexander, Mike Alexander, Stuart Barby, Alistair Whittingham, Lizzie Bell, Stephanie Clason, Hope Greenwood, Victoria Barby, Stuart Stanger, Martin Krusche, Fraser Chape, Gareth Fleming, Roy Hotrabhvanon, Fiona Hirst, Rebekah Tipping, Kirsty Robb, Muriel Kirkwood and Jacqui Alexander.

Operations Report

On behalf of the Board of Scottish Archery I wish to thank all Scottish Archery Tournament organisers and volunteers for their continued enthusiasm in supporting competitions and hosting tournaments and events, be it at club, area or national level. Your continued involvement in promoting competitive archery and in hosting all levels of competitions is greatly appreciated. I do realise how much work goes on to make these events a success be it at the front face or as background support, indoor or outdoor tournaments.

Disability Championships, Junior and Novice and Open Competitions

Indoor Championship held for the fifth year with an outdoor championship introduced for the first time. Shoot was included as part of the U21, Junior and Novice Championship 2015. Visually impaired archers compete for the first time at a Scottish Archery tournament.

Tournament organisers support request to provide classification awards at outdoor tournaments rather than using distance awards. Aim to increase and recognise levels of achievement across all competitions.

Competition Committee

Representatives from each Area were invited to join Director of Operations and form a Competition Committee with effect from 1 September 2014.

Committee meets, (SKYPE only) approximately bi-monthly with notes produced and action matters identified and agreed.

Medals

Organised design competition to encourage Membership to identify a new design for the new Scottish Archery medal. Competition Committee selected the winning design. Sourced cost effective supplier, new medal stock purchased with no increase in associated costs being passed to shoot organisers.

New medal introduced and presented during the Euronations 2015 shoot and is now available for all championship events hosted on behalf of the SAA. Existing "old" stock to be used for classification awards etc.

Thistle Awards

Following review of Scottish Archery awards the Competition Committee supported decision to introduce new generic Thistle award which is available when archer achieves a score of 900 points plus whilst shooting at a SRS, or above, open tournament. Publicised change to encourage archers and competition organisers to make award available.

Reviewed award criteria for all Thistle Awards and introduced policy whereby competitors can purchase badges up to the level of achievement and also can purchase an award more than once to encourage archers through the use of the badge to display their achievements at competitions.

Claim process administered by the Scottish Archery Administrator.

Euronations 2015

Organised the Euronations Tournament on behalf of Scottish Archery, the designated host country during 2015.

Event included the Commonwealth European Division Commonwealth Competition which was supported by Archery GB

Shoot was opened up rather than being constricted through nomination as a member of the Home Nations teams and competitors from across UK participated in the weekend event.

Judges

Douglas Blyth now a Youth International Judge.

Looking Forward

Membership is currently being consulted about two potential developments which are around looking to hold a Tournament Organisers Workshop to provide support and guidance for clubs or individuals who may be interested in holding an open archery tournament. The second initiative is to provide an indoor tournament which would focus on a Junior H2H event. I look forward to seeing these proposals being developed and taken forward in the near future.

Communications Report

The main event during 2015 was the European Commonwealth Championships (Euronations) which Scotland was hosting. This was a key event to promote and publicise as widely as possible. Full attention was given to ensuring that the event was as well publicised in the media as possible, including creating a web page, finding sponsors for prizes, issuing press releases and promoting via social media. The feedback from the communications and promotion of the event, was very positive, particularly from outside of Scotland. The live tweeting and facebook updates of the results were particularly noted as something which should be available and further utilised at major competitions.

The learning from the promotion and communications at the Euronations, have been distilled into a guide for competition organisers. It offers suggestions and ideas to use to promote and communicate competitions more widely. Competitions, as the main events within archery, are the best way to promote and raise the profile of archery in Scotland. This work will be further built on over the next

year in conjunction with tournament organisers, to ensure that all competitions are promoted as widely as possible.

Various other communication tools have been built on or expanded during 2015. The electronic newsletter is now published monthly and sent to 348 subscribers. There are 758 subscribers to the Scottish Archery Facebook page and 704 twitter followers. More than 20 articles have been published in the press relating to archery in Scotland, most of these relating to archer's successful performances. We also commissioned some archery branded merchandise and clothing which has been sold amongst the members. The website is currently being rebuilt and should be completed as planned by the end of the year.

Member Services Report

This year has seen the continued grow in membership numbers with and end of affiliation year total of 2430 affiliated members were registered with Archery GB. However, the number of affiliated members registered with SAA were 120 fewer. This difference can only mean that some clubs are affiliating members to AGB only. This results in lost income through affiliation fees. I would therefore ask all club/membership secretaries to ensure that when new members affiliate, that the SAA fees are also submitted at the same time as those for AGB.

Archery GB are looking into a new online membership system, which the SAA are hoping to use to allow collection of SAA membership fees. This is work in process, but it is hoped that it will alleviate the problems of 'lost' members.

The board have recently approved the setting up of a Club Development fund to allow clubs, both new and established, to support the development of the sport as grass roots level through the purchase of new equipment. Details will be circulated to clubs, once the application process has been finalised.

The retrospective application for coaches PVG membership is now complete, with all SAA coaches having PVG membership. At last year's AGM, I said that I was hoping to roll out the PVG application to clubs so that volunteers working with children can obtain PVG membership in spring this year. Unfortunately, there was a delay in the roll this out, but the forms have now been circulated to all club secretaries to start the process.

Coaching Report

Following the resignation of Iain Wilson as Director of Coaching, the board co-opted Peter Lennon to fill the position. Working in conjunction with the CPO, coaches who required PVG were identified and renewals submitted for their licence renewal. The SAA now have 94 licensed coaches.

During the year, three Level 1 courses were completed, two at the Grange and one in Shetland, resulting in 22 new Level 1 coaches. Two Level 2 courses started, at the Grange and in Shetland, and both due for assessment in the new year. This will give the SAA another 14 Level 2 coaches.

The SAA has committed to support coaching with financial support to those undertaking both Level 1 and 2 courses through the Club Development fund. This funding will continue into 2016/17. Funding has also been secured from **sportscotland** for those undertaking coaching courses.

Peter Lennon has decided not to stand for election to the board at the AGM. The board would like to thank him for all the work he has done during his time in post.

Independent Director Report

It has been a pleasure to join the Board and become part of Scottish Archery in 2015. Whilst new to the sport I have been privileged to be involved in some of the biggest changes seen to SAA since its inception. Pivotal to this was the recruitment of Alan Martin as our Executive Development Officer and I was pleased to play a small part during the recruitment process.

I have worked closely with Alan during his first few months on a number of activities from the strategic portfolio and I am certain his input will allow the sport to go from strength to strength.

From my own area of responsibility, I have contributed strongly to the Scottish Archery Corporate Risk field but am conscious there is always more to do here. The sporting risks are of course known and well policed by our fantastic judges and tournament staff but the transformational changes the organisation has seen in the last few years have increased our exposure in a few other areas.

We have a new Corporate Risk policy and risk is now a standing agenda item at our board meetings therefore from a governance and strategic perspective we are in a stronger position than 12 months previously. This is a result of the Board operating in a highly collaborative manner and I hope this comes through to the membership as we endeavour to increase our standards in both risk management and strategy through to the next AGM and beyond.

**VINCENT BRYSON
CO-OPTED INDEPENDENT DIRECTOR**

**NOMINATION
CURRICULUM VITAE / PERSONAL STATEMENT
FOR THE POSITION OF INDEPENDENT DIRECTOR OF SCOTTISH ARCHERY**

I, the undersigned, confirm that, having had due regard to Article 13 of the Articles of Association (application for a vacancy), put myself forward for this position.

Name: ...Vincent Bryson

Club: ...None.....

AGB Number ...None.....

Signature: ...  17/10/15

I would bring the following experience and expertise to the Board (including relevant qualifications) in relation to the above **(up to maximum of 250 words)**

I have been a sports volunteer across many clubs and organisations and for the last 3 years have held a senior management position within Scottish Hockey as my professional role. I am qualified in Project and Change Management as well as being a CIPD member alongside my membership of the Institute of Risk Management. I bring a wealth of professional experience including delivery of large scale projects for Scottish Hockey including capital facility projects and high value commercial procurement alongside significant HR, IT and Risk Management successes which I am confident Scottish Archery can benefit from in the future.

I have proven success in developing corporate and business strategies from my time in utilities and have also served a number of years as a Royal Navy Officer. I am excited by the prospect of joining and supporting the Scottish Archery board and membership and look forward to an exciting future.

Please outline any further information in support of a nomination to the position **(up to a maximum 250 words)**

I am keen to remain "independent" for the Board and membership and therefore my main interests are supporting the development and performance staff by ensuring things like IT, HR and Risk Management are as good as they can be whilst actively participating in the drafting of strategic documents to secure the future of the sport and the organization. I am action-oriented in my approach and learning style and am confident I can ensure Scottish Archery continues to thrive for its members for many years to come .

If offered this position I would accept with the understanding that my tenure ship would be long enough to allow me to learn the role and further implement any changes to it in the longer term.

SAA Director Personal Statement Member 2015

STEPHANIE CLASON

**MEMBER NOMINATION
CURRICULUM VITAE / PERSONAL STATEMENT
FOR THE POSITION OF DIRECTOR OF SCOTTISH ARCHERY**

I, the undersigned, confirm that, having had due regard to Article 13 of the Articles of Association (application for a vacancy), put myself forward for this position.

The Director positions nominally vacant are :-

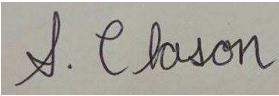
- Finance
- Governance
- Operations
- Coaching

Please indicate by circling which of these positions (all or any) you prefer to be nominated for although it is within the prerogative of the Board to determine the actual remit of candidates who are finally elected.

Name: ...Stephanie Clason.....

Club: ...Edinburgh University Alumni AC.....

AGB Number ...2038470.....

Signature: ...  Date ...15/10/15.....

I would bring the following experience and expertise to the Board (including relevant qualifications) in relation to the above **(up to maximum of 250 words)**

During my Master of Chemistry with Honours Chemistry with Materials Chemistry degree at The University of Edinburgh, I gained a variety of skills which lend themselves well to a position such as Director of Finance. My data interpretation and numerical reasoning, problem solving abilities, organisational qualities and written and oral communication skills have been highly developed. I was tasked with weekly lab reports for the majority of my university career which had to be produced to a high standard and so I am no stranger to the organisation and presentation of data. I was also involved in team laboratory practical activities; I excel at working effectively and efficiently on my own or equally as part of a team with this position giving me the opportunity to demonstrate this.

In terms of my knowledge of finance, I was able to study Accounting & Finance at Standard Grade, Higher and Advanced Higher at high school and since graduating university I have been applying to graduate accountancy roles as this is what I would be most interested in as a future career path. The Director of Finance role would certainly be an excellent stepping stone in helping me to gain the experience I would require for this particular endeavour.

Please outline any further information in support of a nomination to the position **(up to a maximum 250 words)**

For three years I was an active member of the Edinburgh University Archery Club (Students) committee. I first served as Secretary which meant taking minutes at meetings and organising AGB and SAA membership affiliations for close to 150 members. I was then elected as Vice Captain and with it came the joint responsibility of managing a very large club and its day-to-day affairs. I took up the position of Ordinary Member in my final year at university in an advisory capacity to help guide the younger committee. I have since reprised my role as Secretary but this time with the alumni club.

Outside of those skills that relate directly to this particular position, I have progressed from novice to full international representation at archery and so have an intimate knowledge of the structure both at club and performance level. This means that I have a certain insight into the workings of our sport at all levels, even if there is a slight lack in years of experience. This I hope would fit within the dynamic of the SAA Board and allow me to be of use in areas outwith the remit of Director of Finance.

If offered this position I would accept with the understanding that my tenure ship would be long enough to allow me to learn the role and further implement any changes to it in the longer term.

MOIRA TAYLOR

MEMBER NOMINATION CURRICULUM VITAE / PERSONAL STATEMENT FOR THE POSITION OF DIRECTOR OF SCOTTISH ARCHERY

I, the undersigned, confirm that, having had due regard to Article 13 of the Articles of Association (application for a vacancy), put myself forward for this position.

The Director positions nominally vacant are :-

Finance Governance Operations Coaching ✓

Please indicate by circling which of these positions (all or any) you prefer to be nominated for although it is within the prerogative of the Board to determine the actual remit of candidates who are finally elected.

Name: **MOIRA C TAYLOR**
Club: **FALKIRK Co of ARCHERS**

AGB Number **851257**

Signature: *Moirra C Taylor* Date 15th October 2015

SAA Director Personal Statement Member 2015

I would bring the following experience and expertise to the Board (including relevant qualifications) in relation to the above (**up to maximum of 250 words**)

Coaching Experience:

- I am an active County Coach (since 1978).
- An AGB accredited Tutor and Assessor for the Instructor Award & previous Leaders Award.
- I was Archery GB Senior Team Manager attending numerous European and World Championships.
- I was Olympic Team Manager in 1996 also acting in a coaching capacity when required.
- SAA Junior Squad Manager and Coach for 9 years.
- joined the SAA Coaching Committee in 2014 and currently assist with the coaching of the SAA Senior Squad 2015/16.
- Organised and coached the Eastern Area Squad 2014/15 and 2015/16.
- Coached several archers of MB level and Scottish Team level.
- Ran the EA Annual Coaching Workshops from 2009-2014.
- Awarded a Highly Commended Coaching Award by Scottish Archery in 2014
- In 2015 I was awarded joint Coach of the Year by Falkirk Sports Council

- I have acted as a mentor to Level 1 and level 2 coach candidates.

Competitive Experience:

- My highest competitive ranking was GMB level ranking No 4 in the UK.
- I competed at:
 - Scottish & Great Britain Team levels for 8 years and
 - Commonwealth Games in 1982 in Australia finishing 12th.
- I was Scottish Outdoor Champion 4 times and Great Britain Indoor Champion.

Qualifications:

- I hold a Diploma in Coaching and Mentoring from Oxford Brookes University
- I hold the COSCA Certificate in Counselling skills.
- I was a business coach for 20 years and am an NLP Practitioner.

Please outline any further information in support of a nomination to the position **(up to a maximum 250 words)**

I am an accomplished Manager with a high level of personal integrity and a broad business understanding. I worked as a Training Manager for over 15 years and was the Chief Executive of a Voluntary Organisation for 10 years.

I was invited by Warwickshire Educational Development Services to deliver workshops at their conference entitled 'Developing Potential through Coaching'.

Six years ago myself and two partners set up an archery business offering a wide range of activities and we have successfully provided archery experiences and coaching throughout Scotland to the Private Sector, Individuals, Local Authorities, Schools and Disability organisations.

I have excellent interpersonal and management skills and have extensive experience in developing relationships with a range of partners.

I believe that with my experience as a Coach and Competitive Archer and my consultative approach to working with others that I can add value to the Board and also to the coaching community within Scotland.

DOUGLAS BLYTH

MEMBER NOMINATION CURRICULUM VITAE / PERSONAL STATEMENT FOR THE POSITION OF DIRECTOR OF SCOTTISH ARCHERY

I, the undersigned, confirm that, having had due regard to Article 13 of the Articles of Association (application for a vacancy), put myself forward for this position.

The Director positions nominally vacant are :- Finance, Governance(*), Operations & Coaching. Please indicate which of these positions (all or any) you prefer to be nominated for although it is within the prerogative of the Board to determine the actual remit of candidates who are finally elected.

Name: Douglas Blyth

Club Balbardie Archery Club.....

AGB Number ...1017325.....

Signature:D.M.Blyth.....Date17/10/15.....

I would bring the following experience and expertise to the Board (including relevant qualifications) in relation to the above **(up to maximum of 250 words)**

- Experience of Scottish Archery procedures as Regional Judge within archery competitions,
- International Youth Judge and direct connection to the World Archery judges' committee.
- Becoming Scottish Archery Judge Liaison Officer.
- 14 years with archery and an aspiration to see its growth and development.
- Always excited for a challenge.
- Experience working with a customer service based environment and building relationships with our customers and stakeholders for the business.

Please outline any further information in support of a nomination to the position **(up to a maximum 250 words)**

- I have always looked forward to new challenges and my commitment to archery is one that I have been doing for the past 14 years.
- I want to continue the work of the existing board to further our development of Scottish Archery to an international level.
- Together we must continue to work with our membership and partners at Archerygb and World Archery.
- While I do not have the direct experience of working in this particular environment I am more than willing to learn.

**SCOTTISH ARCHERY ASSOCIATION
Proxy form for use by voting members of SAA**

Name of Voter.....

Archery GB No..... **Club**.....

Name of Proxy..... (Must be an SAA Voting Member)

I hereby appoint the above named **proxy** * or **Chair of SAA** * to vote on my behalf at the Annual General Meeting of SAA being held at Dewars Centre, Glover Street, Perth held on 28th November 2015 or any adjourned meeting of it. (*delete as required)

My proxy will vote as (1) stated below* or (2) how my proxy deems fit*

In accordance with (1) above I wish to record my vote for the following resolutions :-

Item 7 Approval to confirm appointment of Four-m Accountants of Dundee as Accounts Inspectors for year 2016 - 17

For / Against

Item 8 Approval to adopt the proposed fee structure for year 2016-17 (The Board recommend no increase in any category)

For / Against

Item 9.1 Ordinary resolution to amend the wording of Bye Law 2.1.4

Family Members” Two or more members of the same family, one of whom must be an Ordinary Member or an Associate Member

changed to

“Family Members” Two or more members of the same family or partners residing at the same address and one of whom must be an Individual Member or an Associate member.

For / Against

Item 9.2 Ordinary resolution to amend the wording of Bye Law 3.5

If one Associate or Individual Member (as defined in these Bye-laws) of a household pays membership fees at the full rate for that category, then one further Associate or Individual Member and all Junior Members within that household shall pay fees at the reduced rate of 50% of the annual subscription fee set by the SAA for Associate or Individual Members.

changed to

If one Associate or Individual Member (as defined in these Bye-laws) of a family at a single address pays membership fees at the full rate for that category, then one further Associate or Individual Member and all Junior Members within that address shall pay fees at the reduced rate of 50% of the annual subscription fee set by the SAA for Associate or Individual Members.

For / Against

-2-

Item 10 Approval of Co-opted Independent Director –**Mr Vincent Bryson****For / Against****Item 11 Election to positions as Directors of Scottish Archery****The following persons are nominated to fill vacancies as Directors of Scottish Archery.****Stephanie Clason (Finance)****For / Against****Moira Taylor (Coaching)****For / Against****Douglas Blyth (Governance)****For / Against**

Should any circumstances arise which demand a decision by the proxy at the meeting I shall accept :-

- a) the judgement of the above noted proxy *
- b) that my vote shall not be recorded.* * delete as required

Signed..... Date.....

This proxy voting form **MUST** be returned to the **Administrator Scottish Archery Association, Glenearn Cottage, Edinburgh Road, Port Seton EH2 0HQ** or by email to scottisharchery@gmail.com on or before 11 am on Thursday 27th November 2015.