

**Minutes of the Fifth Annual General Meeting of the
English Bowls Umpires Association
held on 27 April 2014 at Leamington Spa.**

Present: 38 members

1. Chairman's Welcome

Mavis Wellington welcomed everyone to the meeting and thanked them for finding the time to travel to attend.

She said that as usual there was quite a lot on the agenda and said she would not make the meeting longer by saying more now.

2. In Remembrance

The meeting then stood in remembrance of those members who had died in the past year.

Mrs Janet Leyland-Naylor, Mrs Mary Porter, John Steele, Ken Brookes, John Crossley, Brian Matthews, William Rowntree, John Sleight, Paul Spicer, Mrs Patsy Walker

3. Apologies for Absence

19 apologies had been received.

4. Minutes of the previous meeting

The minutes of the previous AGM were proposed as a true record by John Davies, seconded Ray Keen and duly signed by the Chairman.

5. Matters Arising – not elsewhere on the agenda

Nil

6. Chairman's report.

Mavis reported that this had been an impressive year for the members. She had been congratulated on their contribution and performance in all tournaments both indoors and outdoors.

She congratulated those who had achieved the International grade.

Mavis went on to say that she had not been able to take her usual active part, and she had appreciated all those who had helped her.

She finished by again thanking all those attending the meeting for their time today and their efforts during the year. It is this that made the Association the success it is.

7. Secretary's Report

NIL as Rick had resigned.

Mavis said that this resignation and particularly its timing had left the EC with a dilemma. The Executive Committee had considered the options concerning a Secretary for the Association and had passed the following motion

'This Executive Committee proposes to the Annual General Meeting that Vernon Findell remains as 'interim Secretary until the next Annual General meeting, and we ask for your support in that'

Mavis then asked the meeting to vote on that proposal.

The motion was unanimously accepted.

Mavis thanked the meeting for their support while the difficult situation we had found ourselves in was sorted out.

The following statement was read to the meeting on Vernon's behalf

'Firstly I would like to thank Rick Moore for the work he had done in the past for this Association. Also you all for the vote of confidence you have given me in the past 2 months to allow me to carry on as your temporary secretary, and more now that you have seen your way to let me carry on for another year.

I realise that it is not an ideal situation, and also know that some of you do not wholeheartedly agree, but I am sure that I can do a good job as Secretary as well as Treasurer.

In passing I would like to mention that for the past 8 years I have been doing quite a bit of Rick's work anyway.

I want, and I am sure you are of the same opinion, that we get the Association back on its feet again and all the problems around us will soon be sorted'

Vernon confirmed to the meeting that as from 1 May 2015 the only uniform for members of the EUBA would be the 'blue' uniform.

It was agreed that those who were markers should have a flash saying 'Marker' on their shirt, so as not to be confused with the various grades of umpire.

8. Treasurer's Report (see attached)

This had already been circulated with the agenda, Vernon added the following notes 'It again shows a decent amount for the Development Secretary to go forward with his plans of visiting all areas with his "sidekick" and I am pleased that when I raised travelling to 40p a mile I knew that I could be cover this, except for a couple of glitches, which we will have to sort out, the members seem very pleased with the outcome..

A couple of comments.

The auditor has included "umpires donations" in donations received, so the figures are

U.D.£377-00 Other Donations £1875-00 a reduction last year of £430-00

Telephone calls are down, I think we must have very rich area secretaries, I do ask for a claim from you all.

Travelling, surprisingly is down, but there again there does not seem to be the call for so many umpires these days. [very worrying]

Postage is way down, as I commented in last year's accounts I bought £1000-00 of stamps at the reduced rate of 40p each, and they then went up to 50p.

Grants again £2300-00 EIBA & £5500-00 Bowls England.'

He confirmed that he was not proposing a change to the level of subscriptions.

Acceptance was proposed by the Treasurer and seconded by Phyl Jones and agreed by the meeting.

9. Appointment of competent person with reference to the accounts

Vernon asked that the meeting confirm Mr A R Bugby in this position again for the coming year. This was agreed by the meeting.

10. Development Officer's report

Allan Thornhill reported as follows;-

'Where did the past 12 months go? All I do know is that it has been a busy one.

The first step after resuming the role of NDO was to completely review the Training & Development Programme. As a result of this review I presented a list of proposals to the Executive. This report was accepted and it was time to start ploughing through the lengthy list of actions.

In January of this year we were in a position to commence a new programme with most of the actions completed and a new structure to the development of umpires and markers.

One of the major changes was the simplification of the process of training from new recruit through to experienced International. With the removal of the club umpire grade, the main focus of the review was to ensure that we cater for those that have been caught in limbo and to ensure that the first level qualification meets the requirements for a new candidate. We introduced a new course, a Markers Course and with it a new grade of official – EBUA Marker.

The 4 grades of official within the association are now:

- EBUA Marker
- Regional Umpire
- National Umpire
- International Umpire

This new markers programme is something that I firmly believe is essential in the association. Marking is a key role in the sport of bowls and proficient markers enhance the game not only for the players but for spectators alike.

A number of courses have now been run and all have proved successful with a number of attendees joining the association at the new grade. It is hoped that we will be able to encourage those members who have decided not to continue officiating, to reconsider and become EBUA Markers. More details of the structure of the courses and the options available to those that have attended can be found on the EBUA Website and in past Newsletters.

The foundation of the training for umpires is, and will remain the Home Study Manual, DVD and the Home Study Workbook. The workbooks have been reviewed for new applicants and for upgrade candidates with new questions to ensure that most of the required laws are covered. I am extremely grateful to Alex Duckworth for his sterling work in reviewing all of the papers and coming up with more fiendish questions and scenarios. I am also most grateful to Alex's team of Bob Penny, Cheryl Colby and Moira Horriben for being extremely meticulous and indeed consistent with the marking of the Workbooks.

Let me reassure you all that these theory questions are not there to trick anyone; they are not written to trip candidates up so they make mistakes and fail. They are designed give us the assurance that our umpires understand the Laws. All too often we hear of incidents where laws have been interpreted incorrectly and wrong decisions have been made on the greens.

Our Practical Workshops enhance this laws knowledge and provide practical training on basic measures to a standard adopted worldwide. Very little has changed with the tuition of the practical exercises. Revised Tutor notes have been developed which will help ensure a consistent message across the country.

A number of very successful workshops have been held around the country in the last 6 months, I have attended each one and the feedback has been very positive from the candidates. Of course what we say one day does not necessarily relate to what an individual does the next day – a case of in one ear and out of the other with some people. Unfortunately there is little we can do about that at the moment.

A complete review was carried out on the score sheets for the examination exercises as well as the theory questions which are asked.

A review was also carried out of the personnel involved in the examining and administration of exams. The need for robust procedures was reiterated to those involved to ensure that candidates are treated fairly and consistently. Vic Perry has acted as “Chief Examiner” for what of a better title, and accompanied me on each examination session run so far this year. This has ensured that we have a consistent message and method across the areas. I am grateful to him for the time he has given to attend each one and trained new examiners whilst ensuring that our experienced team of examiners remain as professional as possible.

To help the candidates and prevent time wasting, we have introduced time allocations for examinations thus avoiding too much waiting around. This has proved very popular and most welcomed.

We have maintained the requirement for all umpires to attend a workshop and examination once every 4 years. Whilst this is not popular with some, we firmly believe that we have a standard to maintain and everyone must be kept up to date with their knowledge and practical skills. You must believe me when I say that some of the worst displays of measuring and laws knowledge come from experienced umpires, not from new candidates. Because each one of us is in the spotlight as soon as we walk onto the green, any mistakes reflect on us all. A re-examination of an individual’s competence every 4 years is the only method we currently have for maintaining that standard.

My goal, to benefit all members, is to introduce “on the job” assessments on all officials. We have carried out many trials in the past few years and have learnt some valuable lessons. I will be shortly proposing to the Executive that we establish a team to evaluate what we have learnt in the past and to develop an Assessment scheme. If this works the way I envisage then it may well mean that officials do not have to attend an examination every 4 years. This is my proposed next phase of the development plan.

I fully accept that there has been, and will continue to be, teething problems with any aspect of the training and development procedures. I hope that with each area and each individual being committed to the same set of procedures that these teething problems will be minimised.

I would like to end by saying a huge thank you to everyone involved in the training and development of new and established officials. The time that they commit to this association is immeasurable and often without thanks, and so at this meeting I would

like to register my thanks to all National Examiners and Tutors, Examiners, Training Assistants and administrators and the many helpers and clubs that assist us at each session. Thank you for helping to maintain the high standards that we are renowned for.'

The question of whether the assessments (which were being developed) would be notified to the umpire prior to taking place was raised. Allan said that his personal view was that it would be better if the person being assessed did not know, but he would resolve this in the design.

Acceptance of the report was proposed by Sue Trott and seconded by Mich Van Putt

11. Motions on amendments to the constitution from the Executive Committee

a) Inclusion of Markers in membership

Constitution paragraph 3.1

'Initial membership of the Association shall be open to qualified umpires who....'

Insert

'and markers'

Between the words 'umpire' and 'who'

Phyl Jones explained that this amendment enabled those attending the Marker course to become members of the Association

Passed after show of hands

b) AGM date

Constitution paragraph 6

'The Annual General Meeting (AGM) shall normally be held each year on the Sunday of week 16 (sixteen)'

Amend 16 to read 17 (seventeen)

It was explained that the EIBA Ltd calendar had now been 'stabilised' so that in future years this date will not clash with any major national even involving the EUBA

Passed after show of hands

12. a) Election of Officers

Chairman	Mavis Wellington
Deputy Chairman	Phyl Jones
Still have 1 year of 3 year 'term' to run	
Treasurer	Vernon Findell
Deputy Secretary	Jessie Clark
Development Officer	Allan Thornhill
Still have 2 years of 3 year term to run	

b) Confirmation of Area Secretaries

Area 1 (Northern)	Val Coldwell
Area 2 (Midland)	Brian Burton
Area 3 (Eastern)	Bob Penny
Area 4 (Central)	Ray Keen
Area 5 (South Eastern)	Carol Watt-Sullivan
Area 6 (South Western)	John Davies

Next meeting

The next Annual General Meeting would take place on Sunday 26 April 2015. It was confirmed that the meeting this year had started later than usual as it had been necessary for the Executive Committee to meet before the Annual General Meeting, but in 2015 the meeting would revert to its usual time of 11.00am.

There being no more formal business the Chairman closed the AGM at 12.30pm

M Wellington
Chairman

ENGLISH BOWLS UMPIRES ASSOCIATION

FINANCIAL STATEMENT

FOR THE YEAR ENDED 31st DECEMBER 2013

	2013	2012
	£	£
Income		
Sales - Blazers, General & Manuals	8,435.44	11,710.65
Course Exam Fees	3,490.74	3,215.65
Subscriptions Received	8,432.00	8,343.00
Donations Received - Outdoor/Indoor	2,252.55	2,305.00
Raffles		
Grants – BE	5,500.00	5,500.00
Grants – EIBA	2,300.00	2,300.00
Interest Received	164.65	313.34
Donations Received – Umpires		629.35
	<u>30,575.38</u>	<u>34,316.99</u>
Expenditure		
Purchases - Materials & Blazers	6,749.79	7,155.37
Production of Manuals		
Course/Exam Expenses	2,361.13	2,409.95
Development Expenses	1,968.29	2,332.76
Contribution to Expenses		
Umpires Expenses		
Training Costs	50.00	
Postage	366.00	1,968.89
Telephones	1,151.47	1,873.10
Travelling	9,963.47	10,235.48
Printing	589.00	797.00
Stationery	1,995.32	1,646.75
Computer Costs	642.68	144.97
Audit & Accountancy Fees	400.00	300.00
Insurance	80.50	80.50
Maintenance Costs		
Donations Paid	150.00	199.50
Bank Charges & Interest		
Friendly Matches	49.00	
Depreciation	580.32	992.47
Equipment Hire		
Profit/Loss on Fixed Assets		
Miscellaneous		170.00
	<u>27,096.97</u>	<u>30,306.74</u>

ENGLISH BOWLS UMPIRES ASSOCIATION

FINANCIAL STATEMENT

FOR THE YEAR ENDED 31st DECEMBER 2013

	2013	2012
	£	£
Income	30,575.38	34,316.99
Previous year adjustment	20.00	
Expenses	27,096.97	30,306.74
Excess of income over expenditure	<u>3,498.41</u>	<u>4,010.25</u>
Member's funds brought forward	22,860.01	18,849.76
Member's funds carried forward	<u>26,358.42</u>	<u>22,860.01</u>
Made up as follows:		
Current Account	6,267.37	931.68
Deposit Account	1,107.45	7,442.70
Deposit Account – 6 Months Fixed	25,000.00	20,000.00
Deposit Account – 12 Months Fixed		
Petty Cash	50.00	50.00
Cash Float – Mrs K Wood	200.00	200.00
Equipment	416.66	825.00
Stock	4,858.74	6,328.15
Development Investment		
Prepayments		
Creditors and Accruals	11,561.80	12,917.52
Previous Year Adjustment	20.00	
	<u>26,358.42</u>	<u>22,860.01</u>

Report to Members of the English Bowls Umpires Association

I have examined the Financial Statement for the year ended 31st December 2013. My examination included checking the basis on which the accounts were prepared, together with the underlying accounting records and source documentation. This examination has been carried out on a test basis. I have not carried out an audit in the technical sense of formally complying with Audit Standards Guidelines and Regulations as issued by accountancy bodies.

I confirm that the Financial Statement for the year ended 31st December 2013 is in accordance with the accounting records, underlying documentation, and the policy adopted towards equipment purchased (which is to write the cost off over the estimated life of the equipment).

A.R. Bugby

A.R. Bugby
Little Rosery, Westfield Road
St. Helens, Ryde
Isle of Wight PO33 1UZ
6th January 2014

Treasurers Report For Year End 2013 Accounts

The income is down this year, due to the following.

Sales, down by £3275-00

Donations, they have been all put together, but donations from Clubs/Counties is down by £205-00 and a very generous amount donated by umpires for their expenses of £377-00. I would at this point like to thank the generous members who donated, I will not name them but they know who they are.

Grants from Bowls England of £5500-00 and EIBA the sum of £2300-00.

Expenses are also down, due mainly to purchases

Purchases down by £406-00.

Course fees/Development down by £413-00 , although costs up a little, which was to be expected.

Postage, this is way down, due to the fact that in 2012 I heard that postage was going up quite substantially, so bought a good quantity in advance.

Telephone down, due to non claims by area secretaries.

Travelling down, but this is not good housekeeping, it seems that not so many clubs ask for umpires now, a bit disturbing, obviously the "competent person" seems to be more prevalent now.

Printing and Stationary combined £150-00 down.

Computer costs, up due to repairs and programs.

Audit & Accountancy, up £100-00 due to auditors fee of loading new Sage program and having to re-configure old program to suit.

Bank Interest is down by £50-00.

We still have a healthy balance, and during the year I thought that due to rising fuel costs I would increase the travelling fee to 40p a mile, which seems to have been welcomed by all who claim.