



Wymondham Archers

Minutes of Committee Meeting

4th February 2019 19:00

Present: Pete Hill (Chair); Dave Tonnison (Vice Chair), Daron March (Treasurer), Dan Parnham, Jo Tonnison and Sandra Edwards (Minutes; Records Officer).

1. Apologies for Absence

There were apologies from Nigel Bailey, Amy March and Gillian Harris.

2. Approval of Previous Meeting Minutes

The minutes of the meetings which took place on 8th December 2018 were agreed.

3. Matters Arising

See action points update.

4. Action Points Update

6 action points have been COMPLETED.

15 new action point have been raised and 5 action points have rolled over and are highlighted in bold on the last page.

Action points discussed as appropriate within minutes.

5. Secretary's Report

In Sarah's absence, Pete continues to deal with the club administration. Sandra has agreed to act as Interim Secretary (proposed: Pete, seconded: Jo) in order to spread the workload and provide added robustness for the club.

Pete will provide the required training to Sandra. **ACTION**

6. Treasurer's report

66 members (52 Senior, 14 Junior)

30 Beginners

The club is in a good financial position. See treasurer's report for full breakdown.

7. Records Officer Report

Data is up to date.

Indoor classification badges have been ordered (as per record officer report). Confirmation of order and receipt of payment details are awaited.

See record officer's report for more details.

8. Competitions Officer Report

Postal League/s

Currently the club is participating in two postal leagues, BA (Gillian) and NAA (Sandra). See record officer report for full details of scores. At the request of club members a few Portsmouth scores have been submitted for the AGB January Challenge. Scores will be placed in a league table and the results published by AGB, an update will be provided when results are available. **ACTION.**

NAA Postal League results for January have been submitted and the updated ranking awaited. The December rankings have Wymondham Archers:

2nd Overall (this is the highest we can achieve as we do not have any Longbow scores to submit)

1st for Recurve

2nd for Compound

3rd for Barebow (the club currently has two members scoring each month)

It is challenging to organise all archers on the team to shoot on the same day. As part of his work within the NAA, Pete will be seeking relaxation of requirements to facilitate increased participation of archers.

Club Tournament/s

The club is running a tournament on 22-23rd June 2019: Wymondham Archers 1st WA Weekend. This will involve Single 720, WA 1440 and Metrics.

- Sandra has submitted the World Record Status Tournament Application, this has been approved by AGB.
- Sandra has proposed a project plan for organising the tournament using Excel and OneNote.
 - Pete has access to these documents.
 - The documents can be made available to club members who volunteer to assist in the organising of the tournament.
- Sandra has requested that the Clickers Timing Equipment is made available for us to use for the tournament. Graham indicated that the equipment was available, an email has been sent to him for confirmation.

- Sandra has sent the application form and target list documents to Sarah for review prior to making them available for our club tournament. **ACTION**

Host Tournament/s

The club has agreed to host the 1440 County Outdoor Champs on behalf of the NAA, 25th August 2019.

AGB requires individuals to have successfully organised/assisted in organising a tournament before they can be added to the list of approved Tournament Organisers (TOs). There must be at least 4 months between tournaments. Therefore, Sandra will not be eligible to be the TO in August 2019. David Hall as kindly agreed to act as TO with Sandra as assistant TO. David has been invited to join the club at a reduced rate for 2019 (agreed by the committee) as thanks for his assistance.

Going forward, Sandra will be the TO for future tournaments with assistance from club members who wish to volunteer. The aim is to have a cohort of club members capable of organising tournaments. Other members of the club will be invited to learn how to organise club tournaments. **ACTION.**

Sandra is in the process of completing and submission of required documentation to AGB. **ACTION.**

9. Website and Social Media Officer's Report

Website

The new website is up and running. Feedback received has been positive.

The committee has agreed that in order to remove the issue of GDPR and to keep all information on the website transparent and inclusive: there will NOT be a member's only area. **ACTION.**

Members wishing to know details of their submitted club scores, handicaps and so on can request these from the Record Officer. The club records are kept on a single database. **ACTION.**

Sport80 is available to all AGB members. Pete will investigate how this can be utilised for the club scores/records. **ACTION.**

The document page on the website will be updated with additional club information and general archery information, references, etc. as required. **ACTION.**

A tournament/competitions page will be added in order to show case the club's participation in this side of archery. Dave is happy to be club photographer when possible and will see what photos are currently available to add to this page. **ACTION.**

Jo has an article that could also be published on the website. **ACTION**

Consideration will be given to whether a page for club members to sell equipment is possible. **ACTION.**

Social Media

The Facebook page is working well with members interacting with the club and each other.

A Wymondham Archers blog is being set up by Dan and Pete. **ACTION.**

10. Junior Officer's Report

No report.

11. Chairperson's Report

Indoor Range

The indoor range at Wymondham High School will be unavailable from June 2019 for at least 11 months. The hall is being extended and the broken doors removed from the hall. Once the work is completed the club will be able to return to this indoor venue.

In the mean time there are two options for the club during the next indoor season, both involve sharing another club's indoor venue:

- Hingham: club shoots on Wednesday, Friday and Saturday. Is almost at capacity.
- CONA: club shoots on Wednesday and Friday. There is capacity to include our large numbers.

Details need to be discussed and agreed. **ACTION.**

Outdoor Range

The Rugby club is very happy with us. The range is still soft but will be fine later in the year for us to use. Line painting is organised for April.

Shooting Shed

Chris Parnham will be adding a door and window to the shooting shed as soon as he is available.

To ensure that members enter through the door and not from around the front of the container a rope barrier will be erected.

Beginners courses

Going very well. The number of club members remains on the up with a steady increase each month. Congratulations to Peter and Daron for successfully passing their level 1 coaching course and special thanks to them for their coaching of the beginners.

The club has also adopted the NAA outcomes which state the topics covered during the beginners' course. The combined (WA, NAA) certificates are now available and Sue has kindly agreed to add the names of beginners completing their courses using calligraphy.

Beginners are enjoying the atmosphere at the club: social, fun, informal with obvious help for each other within the club.

Largest club in Norfolk.

Daron has produced details for providing beginners training in various ways to maximise uptake of course and allow for beginners to select their preferred format subject to availability of coaches. These will include 4 sessions being held on separate days, half days and whole day sessions. See attached outlines.

Long-Term bow hire agreement

The committee agree in principle to the long-term hire of bows (and agreed that Suzie Edwards could receive one of these today, with appropriate PPE).

The committee will review the documentation prepared by Sandra and Pete.

ACTION.

Peripatetic Intermediate Coach

Andy Hood is currently too busy to act as an intermediate coach so it has been agreed that the club will look at utilising the current coaches (Pete, Daron and Peter) to see whether additional coaching can be provided to club members.

Hoping to have further members (Chris Norburn and Alex Tonnison) undertake coaching courses with a view to having coaches at different levels within the club.

NAA Development Day

Wymondham is hosting a development day on 16th February which is now full and over subscribed so there are plans to arrange another day to be held at Wymondham. The club will be cross-charging as appropriate.

Unfortunately, the development days scheduled at Hingham and CONA have been cancelled.

12. Any Other Business

Line Painting:

Will take place in April.

Membership Cards:

The WRFC membership cards are now available for collection.

Equipment Work Party

Pete will email club members regarding an afternoon in January for volunteers to assist with repairing the club equipment. **Action Point**

The working group will work under the guidance of Iain.

Shooting Etiquette

It has been noted that when the club shoots become busy, due to the number of club members shooting that shooting etiquette is not always being followed. Instances of members 'blocking' access to the shooting line to shoot at their preferred target, pushing/squeezing past archers on the shooting line whilst they are shooting, not waiting for archers to complete their end, etc. have been on the increase.

For safety and to ensure enjoyment on club shoots the committee agreed that when required, due to the number of archers shooting, that details will be run with clear instructions for all to follow. This will take effect immediately. **ACTION**.

Target/Face placement

The committee has agreed to mix-up the target/face placement at club shoots to remove the misconception of there being a divide between newbies and the elite club members. This will also facilitate maintenance of shooting etiquette with a mix of new and experienced members. Triple spots will be spread more evenly with the larger faces in between.

There are two bosses which can ONLY have the larger target faces (no triple spots) and these will be clearly marked. **ACTION**

County Team Selection

Pete, Dan and Amy have received requests for permission to be added to the County Team pool of archers. Well done!

Invoices

We are currently awaiting SCAS and NAA payments to be invoiced.

13. Date of next meeting: 4th March, 7:00pm.

This is a true record of proceedings.

Signed 

Name Date



SARAH RUTH HUBBARD 6th July 2020

ACTION POINTS

Action & Person's Responsible	Comments
Pete will ensure that Sandra receives the required training to act as interim secretary	NEW
Sandra to make AGB January Challenge results available when published.	NEW
Sandra to consider how to 'project manage' organisation of the 2019 tournament and communication with club members. Sandra to submit application form to AGB Sandra is awaiting feedback regarding applicant and target list forms from Sarah. Sandra will email to Pete too.	DONE. Updates will be provided at meeting. DONE NEW
Sandra to submit application form to AGB for the NAA County Champs (Outdoors). To include review by David Hall.	NEW
Sandra/Pete to identify volunteers for assisting with the organisation of tournaments.	Ongoing. Update at next meeting.
Dan to remove 'Members only' section form the website.	NEW
Sandra to confirm if the club records are backed up.	NEW
Pete to determine whether club records can be exported to Sport80.	NEW
Document page on website requires review and updating. Pete and Sandra to review documentation. Dan to update as required.	NEW NEW
Dan to add a tournament/competition page to the website. Dave to source some photos to accompany writeups. Jo to submit a written article for inclusion on the website.	NEW NEW NEW
Indoor range plans for 2019/2020 to be finalised. Pete/All	NEW
Pete to email committee members the bow hire agreement. Committee members to feedback regarding acceptance of agreement	Ongoing. Update at next meeting. Ongoing. Update at next meeting.
Pete/Daron/Peter to develop training plan for club. To include standard beginners' courses, one day beginners' courses and additional courses (e.g. equipment) for 2018/2019.	DONE

Action & Person's Responsible	Comments
Iain to reinstate use of the white board to facilitate dissemination of club information to members.	Ongoing, the white board has been found. Update at next meeting
Pete to email club members in order to organise a club equipment maintenance afternoon/day in 2019.	Ongoing. Update at next meeting.
Sarah/Pete to investigate whether other clubs are willing to share their intermediate training course structure with the club.	Discharged. The club will utilise internal sources for now.
Sandra to organise for purchase of classification badges.	DONE. The order form has been submitted and confirmation of delivery and payment details is awaited.
Shooting etiquette procedures to be made more formal when club shoots are busy. Pete and Dave to deliver assembly type instructions prior to shooting details commencing.	NEW
Pete to mark target bosses which have limited strength. NOT for triple spot target faces.	NEW
Pete to finalise arrangements with Andy Hood regarding intermediate coaching.	Discharged. The club will use internal resources for now.