



Wymondham Archers

Minutes of Committee Meeting

4th February 2019 19:00

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

1. Apologies for Absence

There were apologies from Nigel Bailey.

2. Approval of Previous Meeting Minutes

The minutes of the meetings which took place on 4th February 2019 were agreed.

3. Matters Arising

See action points update.

4. Action Points Update

11 action points have been COMPLETED.

17 new action point have been raised and 8 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

The club is truly missing Sarah's input.

Pete continues to deal with the club administration and will delegate work to Sandra. Pete will continue to provide training as required.

Logging of new members is challenging especially when 'importing' members from other clubs.

6. Treasurer's report

68 members (52 Senior, 14 Junior) *As of today the club has 70 members.*

33 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. Data is currently backed up onto the hard drive of the club laptop. A more robust method of backup needs to be implemented. **ACTION**

There have been an additional 15 archers submitting scores which is great.

Indoor classification badges have been received and the club will hold an end of season competition after which a presentation ceremony will be held on Wednesday 3rd April. **ACTION**

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.

NAA Postal League results for February have been submitted and the updated ranking awaited. February is the first month in which the club submitted scores for each category available. The January rankings have Wymondham Archers:

2nd Overall; 2nd for Recurve; 3rd for Compound; 2nd for Barebow

AGB January Challenge

The club had four participating archers in the AGB January challenge, which involved submission of their best Portsmouth score during the month of January.

A total of 2306 archers participated in the challenge nationally. See record officer report for results.

The club should encourage increased participation next year.

Club Tournament/s

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

- Sandra will send the application form and to the Judge in Charge (Richard Custance) for review prior to making them available for our club tournament. **ACTION**
- Sandra has forwarded information regarding accommodation to the Chief of Judges and asked him whether it is customary for the host club to book accommodation, etc.
- The club needs to purchase more medals for the tournament as there are not enough left over from last year. **ACTION**

Host Tournament/s

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

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 has sent David Hall copies of the entry and application forms for review prior to submission to AGB. **ACTION.**

9. Website and Social Media Officer's Report

Website

The new website is looking great and working well. Thanks go to Dan and Pete for their continued hard work.

The document page on the website is being updated with additional club information and general archery information, references, etc. as required.

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. The use of links within Facebook are helping to increase the profile of Wymondham Archers on the web. When searching for 'archery in Norfolk' the club is listed on the first results page.

The Wymondham Archers blog has been set up by Dan and Pete. The blog is brilliant and has received positive feedback from within and outside of the club.

The club is actively raising our online profile and is also providing hyperlinks to other clubs when they are mentioned. This will improve the profile of archery in Norfolk and it is hoped that other clubs will reciprocate and add links to

10. Junior Officer's Report

Currently the club has 14 juniors.

The club needs to work on encouraging junior members to compete in tournaments. Thoughts on how to do this were sought with the following being offered as possibilities:

Junior tournament between Norfolk and Cambridge and/or other local regions.

Having tournament information/practice sessions.

For all archers, not only juniors, the first and most challenging hurdle is participation in first tournament. The club will work to reduce the unknown and fear factors which are likely affecting club participation in tournaments. **ACTION**

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.

Thanks to Danny for assisting Pete with boss repairs following damage due to extremely windy weather.

Pete has altered the braking system on the outdoor bosses, having the pins through the rear tyres, which has been working very well to date. The bosses have been 'walking' up the range instead of falling over.

Shooting Shed

Chris Parnham has begun adding a door and window to the shooting shed. Many thanks to Chris for his continued work.

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

The Wymondham Archers' sign, designed by Dave, is now in position on a container at WRFC. Many thanks to Dave for design and production of this sign.

Beginners courses

Going very well. The number of club members remains on the up with a steady increase each month.

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

Largest club in Norfolk.

The committee agree that the price of the beginners' courses is very reasonable, therefore discounts will not be offered.

The coaching team is working extremely well, and the structure/content of the beginners' courses have bedded in very nicely enabling any of the coaches to pick up training at any point during a beginners' course. Well done to the coaches.

Long-Term bow hire agreement

The bow hire agreement will be added to the document section of the website. Any comments regarding content are to be given to Pete. **ACTION.**

An inventory of hire bow equipment needs to be compiled. **ACTION**

NAA Development Day

Wymondham hosted a development day on 16th February which was extremely well attended and thoroughly enjoyed by all in attendance.

AGB Award

Chris Norburn has nominated Pete for an AGB award. Pete has been selected to receive this award. Congratulations Pete.

Raising Wymondham Archers' Profile

Pete is working on a few things with WRFC (Andrew and Rob) which includes the 'have a go' sessions. The result of this work is likely to increase the numbers of beginners' courses and club members.

In order to deal with the increased workload, it will be necessary to:

- Manage beginners' courses which will include varied formats allowing for single day sessions, etc. Daron has produced course plans to facilitate this.
- Manage the club's hire bows. The club may need to purchase more, and the hire bow numbers will be monitored before further action is taken. Daron has agreed to make an inventory of the hire bow equipment.
- The club will need to increase the number of coaches and seek volunteers to support the coaches – see AOB item.

12. Any Other Business

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 is ongoing and as the club membership grows AGB whistle commands may be implemented instead of the verbal commands in current use.

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. This is working well.

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

Position on the Shooting Line

The committee believes that members require more guidance on where they should be positioning themselves on the shooting line for safety of themselves and others. The increasing number of members and recent experiences at tournaments has highlighted this as something the club should work on. **ACTION**

Club Shirts

Sandra has compiled an order for 15 shirts (T-shirts and Polo shirts) in a range of sizes. The cost of the shirts will be approximately £550. 10 of the shirts have been requested and therefore the club will recoup some of the cost straight away. The lead time for the shirts is 6-10 weeks.

The committee agreed to order the shirts. **ACTION**

Health & Safety on the Shooting Line

All members of the club are reminded that AGB rules and regulations are fully adopted by the club. Adoption of these rules and regulations is to safeguard the club and the members.

To that end please refer to AGB Rules of Shooting (Proc-01-04): Rule 303 (g) which states:

Exclusions. Archers are not permitted electronic communications devices and headsets in front of the waiting line.

Have a Go Sessions

Lady Belt are not going to be arranging one this year.

Currently there are 3 sessions planned:

Date	Time	Venue	Details	Volunteers
6th May (BH, Mon)	18:00-20:30	WRFC	Wymondham Young Farmers	Pete, Sandra
3rd June (Mon)	08:00-17:00	WRFC	Norwich City Football Club	Pete, Jo, Dave, Daron, , Carl, Sandra
13th July (Sat)	13:00-17:00	WRFC	Pruce-Newman	Pete, Sandra, Lee

More volunteers are needed. **ACTION**

Equipment Training

The equipment day held by Norfolk Bowmen (10th February) was attended by several club members who thoroughly enjoyed the day and have recommended that a similar day be arranged at Wymondham Archers. This session involved hands-on training and guidance for string making, arrow repair and more. **ACTION**

In addition to the above training day a bow tuning session/day has been requested by members/coaches. These sessions would concentrate on the bow equipment from information regarding equipment available to how to set up and tune individual bows. This would be a hand-on session too. **ACTION**

Supporting Coaches

Pete has suggested seeking volunteers to become supporting coaches who will assist the current coaching team. This will allow members to consolidate their own development and the development of other club members whilst also alleviating some pressure on the current coaching team. The committee supports this idea and believes that it will facilitate greater resilience within the club coaching team in the face of continued club growth. **ACTION**

Advertisement of Tournaments

Brighton Bowman have a section on their website for listing tournaments www.brightonbowmen.org.uk/archery-tournaments. This listing includes tournaments all over the country and it was suggested that the club also advertise our tournaments on this page. **ACTION**.

It is envisaged that once the club's own tournament page is up and running that Regional tournaments are listed for members' and visitors' convenience.

Club Member Interviews

In addition to the current blog posts it has been suggested that the club arrange interviews with willing club members, to tell their archery story. It is believed that this would provide interesting and valuable information regarding what attracted them to archery, their archery experiences, etc. for the club and for the sport.

A bank of questions would be provided to the volunteer interviewer who would then interview willing members.

Sandra will ask Jordon if he would like to be an interviewer. **ACTION**

Equipment Maintenance

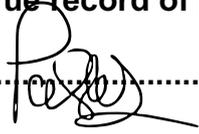
Iain requested an extension to the club session on Saturday 9th March so that he and volunteers (Peter, Dan) can fix some more of the bosses. This was agreed. **ACTION**

Seasonal Membership

A suggestion was made that the club may wish to offer a seasonal membership to attract more members during the outdoor season. This may be more attractive to the WRFC players who have a full schedule during the indoor archery season. **ACTION**

13. Date of next meeting: 27th April, 7:30pm.

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	Completed (as required)
Sandra to confirm if the club records are backed up. Sandra and Dan to organise more robust backup of club records. Potential to export to club Gmail but will use a USB drive in the interim.	DONE NEW
Peter is to organise an end of season club competition. During this event the indoor classification badges earned by members will be awarded. Wednesday 3rd April.	NEW
Sandra to make AGB January Challenge results available when published.	DONE
Sandra is awaiting feedback regarding applicant and target list forms from Sarah. Sandra will email to Pete too. Sandra will send the entry form to the chief of judges for review in lieu of feedback from others.	Ongoing
Sandra to investigate sourcing of medal, glass trophies for tournament. Daron will look up medal provider from last year's invoice. Cromer trophies provide Fakenham Bowmen glass shields which are very good.	NEW
Sandra to submit application form to AGB for the NAA County Champs (Outdoors). To include review by David Hall.	Ongoing
Sandra/Pete to identify volunteers for assisting with the organisation of tournaments.	Ongoing. Update at next meeting.
Dan to remove 'Members only' section from the website.	DONE
Pete to determine whether club records can be exported to Sport80. THEY CANNOT. Individual club members would have to input all their own data.	DONE
Document page on website requires review and updating. Pete and Sandra to review documentation. Dan to update as required.	DONE DONE
Should the club website have a page for selling equipment? Dan/Pete <i>Please note this action was omitted from the actions table in the previous minutes in error.</i>	Ongoing

Action & Person's Responsible	Comments
<p>Dan to add a tournament/competition page to the website.</p> <p>Dave to source some photos to accompany writeups. Dave has given Pete a DVD of photos.</p> <p>Jo to submit a written article for inclusion on the website.</p>	<p>Ongoing</p> <p>DONE</p> <p>Ongoing</p>
<p>Daron will arrange provision of tournament information sessions for members who are interested and for those who will be attending tournaments</p>	<p>NEW</p>
<p>Indoor range plans for 2019/2020 to be finalised.</p> <p>Pete has been involved with Centre Paws and other venues. Pete/All</p>	<p>Ongoing</p>
<p>Pete to arrange for hire agreement to be added to the website and committee members can feedback regarding any comments they have to Pete.</p>	<p>NEW</p>
<p>Daron will produce an inventory of the hire bow equipment</p>	<p>NEW</p>
<p>Iain to reinstate use of the white board to facilitate dissemination of club information to members.</p>	<p>Done and use will commence asap</p>
<p>Pete to email club members in order to organise a club equipment maintenance afternoon/day in 2019.</p>	<p>DONE</p>
<p>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.</p>	<p>DONE</p>
<p>Pete to mark target bosses which have limited strength. NOT for triple spot target faces.</p>	<p>Ongoing</p>
<p>Positions on the shooting line will be marked by Iain. These will also coincide with centre marks on the bosses.</p>	<p>NEW</p>
<p>Sandra will order the agreed club shirts</p>	<p>NEW</p>
<p>Pete will remind members that electronic communication devices and headsets are not permitted in front of the waiting line.</p>	<p>NEW</p>
<p>Pete to identify volunteers for 'have a go' sessions</p>	<p>NEW</p>
<p>Daron/Peter to arrange equipment training sessions. Develop session contents, delivery, volunteers, etc.</p> <p>To include contacting David Long and Jason Mills regarding an equipment session for string making, etc.</p>	<p>NEW</p> <p>NEW</p>

Action & Person's Responsible	Comments
Pete to ask for club volunteers to become supporting coaches	NEW
Sandra/Pete to submit the Wymondham Archers tournaments to Brighton Bowmen	NEW
Sandra to see whether Jordon is willing to become an interviewer for the club blog	NEW
<p>Iain will organise a working party to fix some of the club bosses on Saturday 9th March.</p> <p>Pete will arrange for the club session to be extended until 4pm and provide Iain with the caretaker's number.</p>	NEW
Committee to consider whether the club should offer seasonal membership and if so, think of how this would work.	NEW