



Wymondham Archers Committee Meeting

5th August 2021 & 20:00

Online via Zoom

Minutes

Present: Pete Hill, Sarah Hubbard, Mark Brookes, David Hall, Daron March, Sam Parker and Bobbie Morris

Bobbie Morris was introduced to the committee and has kindly offered to act as the club's minute taker this is greatly appreciated by Wymondham Archers.

1. Apologies

Dan Parnham, Dave Tonnison and Jo Tonnison, Chris Norburn.

2. AGM

- The date for the 2021 AGM has been set for the 26th of August at 20:00 and is to be held online by zoom.
- There on no issues with the 2020 draft minutes.
- Earlier in the year it was suggested that a 15% discount for 2021/22 would be offered to members wanting to re-join but who are already with Wymondham Archers. Mark was asked if this was still reasonable and not outside of our current financial position, he confirmed that this was the case. Mark will double check the fees for the Rugby club, then provide the final figures for membership for 2021/22 so we can publish them for the AGM.
- All officers have been asked to do reports for the year and have them to Sarah by the 12th no later than 18:00.
- All committee position proposals are going to be done through the google form sent out with the notice of the AGM.

Action: Sarah to email membership with the AGM Notice. Prepare and then send out all documents pertaining to the meeting. Create a google form for the committee nominations.

3. Complaints and Discipline Policy Review

It was brought to the attention of the committee that within the current policy there was no provision where an incident may have occurred, but no official complaint is filed. Stu Williamson assisted Sarah in completing a review of the policy and looking at possible additions that could be made to cover this. Sarah compiled a new section that would cover the above situation and any possible future incidents. Sarah presented this re written document to the committee to review. There was one grammatical error in section 5.3 which will be corrected. Policy attached.

Proposed: The updated Complaints and Discipline Policy to be adopted and published to the Website. Passed

Action: New policy to be published on the website.

4. AOB

- **Forum:** Dan has done sterling work in producing a forum that is attached to the website. This can be used for the members to communicate around club sessions, social events, coaching and it will also have a section with items for sale. Dan asked the committee to register on it and have a look so we can get it up and running and used by the whole membership.

Action: Sarah to resend dans email to the committee.

- **Equipment Stock Take:** Mark has offered to do a more complete stock take. A brief one was compiled by Sarah for the purposes of the insurance renewal, but it needs to be more detailed.

Action: Sarah to email Mark the most recent stock take.

- **Cleaner for the toilet:** The toilet has been left in a bit of a state, a discussion around having a cleaner for the toilet resulted in the committee agreeing we need to look at options for this, it has been suggested that we could ask if there are any members who would be willing to take on the task in return for the club waiving their club fees for the year. The idea of having a toilet lock was also suggested and Sam is going to have a look at how easy it would be to install a keypad lock on the door to stop non archers using the toilet.

Action: Sam to investigate possible lock options.

- **Designated Smoking Area:** Sam thinks that the club should have a designated smoking area on the car park. It was discussed and decided that we wouldn't at this time have a designated area, but we would remind members where the can and cannot smoke.

Action: Members to be reminded of smoking rules in the next general email.

- **Developing disabled access:** We had a discussion around developing or visibility within Mental Health and Vulnerable persons sectors. Sam suggested contacting NCC and seeing if there are options to work with them to provide have a go's. Pete has already registered the club with the ?? to encourage more people with disabilities to try archery.

- **Container Painting:** The new container will need to be painted and there was also a section on one of the other containers that was missed when they were originally painted. We also want to have the inside of the shooting sheds sprayed white to create more light in the sheds. A quote was provided by Jason Baker for £980 to complete all painting.

Proposed: Accept the quote provided by Jason Baker. Passed

- **Future Meetings:** It was asked if there is still a need to hold committee meetings via Zoom. We discussed the pros and cons for this and even though the committee can meet in person it is often more convenient for these meetings to be held via Zoom. This can be looked at meeting by meeting.

The meeting closed at 21:20.

This is a true record of proceedings.

Signed 

Name: Pete Hill

Date: 22nd September 2021



Discipline and Complaints Policy

1. This Process is not intended to replace the Archery GB Disciplinary Process. On receipt of a complaint, if the investigating officer considers the issue to be so serious, (e.g. Safeguarding or Doping complaints) they will refer the complaint directly to Archery GB.
2. This Process is intended for use only in respect of complaints in either of these two categories:
 - 2.1. Regarding the behaviour of an archer or officer of Wymondham Archers.
 - 2.2. Regarding the policies or procedures adopted by Wymondham Archers.
 - 2.3. The incidents / concerns raised could include matters relating to:
 - Foul and abusive language
 - Inappropriate gestures or behaviour
 - Potentially harassing, threatening or abusive behaviour
 - Potential racial or discriminatory language/ comments or wilful repeated breach of club safety rules Etc
3. Actions to be taken on receipt of a formal complaint:
 - 3.1. The complaint must be made in writing, to the Secretary of the Committee. This may be undertaken by handing the complaint form to an officer of the club or sent via email or letter directly to the Club Secretary or Chair if the complaint involves the Club Secretary. If a telephone complaint is made, this must be followed up in writing and no action will be taken until the written completed complaint form is received.
 - 3.2. The complainant must precisely detail the nature of the complaint. If it falls into either of the categories mentioned above, the committee will appoint an independent investigator and consider appropriate action if required. If the complaint falls outside the remit of the club's jurisdiction, (Safeguarding or Doping), the complaint will be directed to the Archery GB Disciplinary Process.
 - 3.2.1. This will be decided by the Secretary, or Chair of committee if the complaint involves the Secretary.
4. On Receipt of a formal Complaint the Committee will:
 - 4.1. Appoint an independent investigator to undertake the procedure of handling the complaint, who will follow the process as laid down in the complaints form.
 - 4.2. If the complaint is about a procedure or process within the club the committee will review the procedure or process within 90 days and amend, if found needing, or as soon as reasonably practicable and at the latest at the following AGM.
 - 4.3. Handle the complaint in a timely fashion. It is anticipated that the Club's response to a complaint should be within 14 working days of the written complaint being received, and that the Committee decision should be made within 30 working days of the complaint being presented to the committee by the independent investigator.
 - 4.4. Ensure the independent investigator exclusively considers the written complaint and seeks a written response from the person against whom the complaint is made.
5. 4.5. Ensure the independent investigator reviews the details and arranges mediation between the parties involved to resolve the issue/s (separate complaint forms are required for any individual issues). If mediation does not successfully resolve the issue, the investigator will present a report of the case to the committee within 30 days of receipt of the complaint.

6. 4.6. Where it is found necessary, following the independent investigator's report, arrange for a formal hearing to be heard. This will be arranged within 30 days from date of first presentation to the committee of the independent investigator. However, it is anticipated that most complaints under this Process will not call for a formal hearing.
 7. 4.7. Exclude any member of the committee from proceedings and associated meetings if they are either a complainant or the focus of the complaint.
 8. 4.8. Exclude themselves from proceedings and associated meetings if they cannot be impartial.
 9. 4.9. Consider the actions to be taken. These could be, but not limited to amendment of processes or procedures, training or re-training if involving a person or persons, and in the most serious cases, dismissal from the club.
5. In the instance of an Incident where no formal complaint is raised the committee will:
 1. 5.1. Utilise the club secretary, to act as an impartial 'fact finder', to contact the relevant parties and any witnesses to ascertain what was seen/heard. The format and process for such at this juncture can mirror the formal complaints policy. Should the matter involve the club secretary, or they are unable to act impartially, then an independent party will be appointed to act as the 'fact finder'
 2. 5.2. Ensure the 'fact finder' reports their findings to the committee for their consideration. The 'fact finder' is to avoid personalised language outside of direct quotations from parties involved.
 3. 5.3. Ensure if an incident / matter of concern is judged to have taken place which breaches the AGB Code of Conduct, or WA expected standards, but falls below formal disciplinary action then: Discussion with the relevant person(s) regarding their actions/ behaviour and what the expected behaviour is, will occur.
 4. 5.4. In all instances there will be a follow up letter from the secretary explaining the outcome, a brief outline of the facts and a copy of relevant documents (AGB Code of Conduct, etc). The letter is also to include information detailing that a copy will be kept on file with any other documentation for 12 months and if there is a repeat of similar or other behaviour then the committee may consider further action, which may include a final written warning, or dismissal (termination of membership) from the club.
 6. The decision of the committee will be final.