



## Wymondham Archers Committee Meeting

10th September 2024

Online via Zoom

### Minutes

#### **Actions**

TODO - Chair to ask AGB about the consequence of indicating no to an Archer wishing to join our Club.	2
TODO - Chair to ask AGB how a member is highlighted, should they wish to join the Club and how this is shared with the Club.	2
TODO - Terry Reeve to research, source and agree the purchase of a Longbow for Beginners to Wymondham Archers with a budget of no more than £350.	3
TODO - Chair to purchase motion solar lights for the Indoor Range site with a budget of no more than £400.	3
TODO - Chair to formally accept quote by Robert Palmer and instigate five paintings for the new Summer season - 2025.	3
TODO - Chris Norburn to oversee the distance of the lanes to ensure these are to the standards required by World Archery (liaison with our own judges is advised - RP and DH)	3
TODO - Chair to Mail the Club to ensure the reminder of the need for the side safety zone is provided.	3
TODO - Peter Barrett to find a form of words to remind our Archers to shoot within the range. This to be shared with the Committee prior to undertaking the work.	4
TODO - Web alterations - Paul Kirk (1)	4
TODO - Communications - Pete Hill (2)	4
TODO - QR Code A3 print out - Mark Brookes (3)	4
TODO - Receipt of primary and secondary scores submissions - Jake Francis (4)	4
TODO - Jake Francis to create and lead a sub-group for Shoot to the Moon project for Summer 2025.	5
TODO - Working with sub-group lead Pete Hill to create ticketing options on Trybooking.	5
TODO - Chair to send draft DLA document to committee for review as soon as possible.	5
TODO - Chair to contact Chair of NAA, providing a formal notice to store the NAA bosses elsewhere than at Wymondham Archers.	5

1. In attendance  
Pete Hill, Jake Francis, Peter Barrett, Daron March, Alice Hawkes, Paul Kirk, Laura Scott, Terry Reeve, Dan Parnham
2. Declarations statement was read out
3. Apologies  
Keith Brandon, Salina Baboo, Mark Brookes, Sandra Edwards, David Hall
4. Minutes of 2024\_08\_13 Committee Meeting



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Minutes were accepted as correct.

#### 5. Agenda Items and Decisions

##### 5.1. Associate Members Confirmation of membership of AGB

The Chair shared with the meeting that it is now possible for Archers to join our club without our knowledge via a link from AGB when they sign up on their Sport80 account. The Meeting expressed some concerns over this due to us having to state 'No', should we need to. The meeting asked the question... "What happens should we indicate 'No' that we don't accept the Archer signing up to join. The chair didn't know the answer to this question, but will chase with AGB.

*TODO - Chair to ask AGB about the consequence of indicating no to an Archer wishing to join our Club.*

The meeting also asked what would happen should the Archer signing up have a note of concern on their file, when or how will the Archer be notified to the Club?

*TODO - Chair to ask AGB how a member is highlighted, should they wish to join the Club and how this is shared with the Club.*

Other matters of Governance the meeting felt would be resolved with the usual Health and Safety Assessment and administration.

##### 5.2. Improved Safeguarding Provision

The Chair shared with the meeting how the Club has improved it's Safeguarding provision with various links to other sites supporting wellbeing and healthy mental health advice. Thanks go to Alice Hawkes for approaching AGB and Dan Parnham for setting up the various links on our Website. You can see these [here](#).

##### 5.3. Performance Report from Beginners 2024

The Chair shared a report generated from feedback returns from Beginners who attended one of our Beginners Courses. The Chair expressed his gratitude and thanks to all those involved in the effort of bringing in people to our Club.

Further discussion in support of Beginner Archers included the purchase of a longbow of appropriate poundage that a Beginner may be able to use. Terry Reeve agreed to undertake the project, with the Committee agreeing to a budget of no more than £350.



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*TODO - Terry Reeve to research, source and agree the purchase of a Longbow for Beginners to Wymondham Archers with a budget of no more than £350.*

Further discussion around Beginners highlighted the need for more external lighting at the Indoor Range approaching the gate as well as the pathway to the Indoor Range. A budget of £400 was agreed by the Committee for the purchase of Solar lights for this purpose.

*TODO - Chair to purchase motion solar lights for the Indoor Range site with a budget of no more than £400.*

#### 5.4. Line Painting - Outdoor Range

The Chair shared with the meeting that the Outdoor Range had recently been painted by Robert Palmer (not the singer - the groundsman) using his robotic line painter.

The Club has also received a quote from Robert Palmer of £90 to paint ten lanes and £160 to paint 20 lanes on the Outdoor Range. The meeting agreed to accept the quote provided by him.

Quote Date: 09/09/2024

Quote No: 293

*TODO - Chair to formally accept quote by Robert Palmer and instigate five paintings for the new Summer season - 2025.*

*TODO - Chris Norburn to oversee the distance of the lanes to ensure these are to the standards required by World Archery (liaison with our own judges is advised - RP and DH)*

The meeting further discussed lane management and side safety zones. The Vice Chair indicated that some Archers appear unaware of the purpose of the side safety zones. A communications message to the Club was advised.

*TODO - Chair to Mail the Club to ensure the reminder of the need for the side safety zone is provided.*

The meeting discussed the marking of the shooting line to ensure our Archers are continually reminded to use the range for practice inside the range confines and to not drift outwards into



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the side safety zone. Peter Barrett agreed to find a form of words to share with the Committee prior to permanently marking the Shooting Line to remind our Archers.

*TODO - Peter Barrett to find a form of words to remind our Archers to shoot within the range. This to be shared with the Committee prior to undertaking the work.*

#### 5.5. Monthly Indoor Target Challenge

The meeting agreed to reinvigorate the Monthly Indoor Target Challenge. The newly formed challenge will include different rounds, on a monthly basis, that will be advertised via Mailing the Club. Paul Kirk and Dan Parnham will review the website and various forms to enable this to happen. Several actions came from the above.

- 5.5.1. Website to be reviewed to enable the Target Challenge to have various Rounds.
- 5.5.2. Communications to be sent to the Club Members
- 5.5.3. A primary method to submit scores, using a QR code to be provided on the Indoor Range so members can instantly send in scores. Members will be encouraged to support their fellow Club members if they do not have 3,4 or 5G available to them. A secondary method of submitting scores will be via sending them to the Records Officer.

*TODO - Web alterations - Paul Kirk (1)*

*TODO - Communications - Pete Hill (2)*

*TODO - QR Code A3 print out - Mark Brookes (3)*

*TODO - Receipt of primary and secondary scores submissions - Jake Francis (4)*

As a consequence of the conversations around the Indoor Target Challenge the annual charity event to support Nelson's Journey, **The Shoot to the Moon**, was raised. Jake Francis agreed to lead on the Shoot to the Moon project for Summer 2025. A small working group to be created by Jake with liaison with WRFC and other organisational matters. Trybooking to be considered for participation and fundraising.



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*TODO - Jake Francis to create and lead a sub-group for Shoot to the Moon project for Summer 2025.*

*TODO - Working with sub-group lead Pete Hill to create ticketing options on Trybooking.*

#### 5.6. Designated Levels of Authority Document

The Chair introduced to the meeting the Designated Levels of Authority (DLA) Document. Taking into account the ramifications of the document it was agreed by the meeting that an extended 14 day review period be assigned to the document, outside of normal working practice.

*TODO - Chair to send draft DLA document to committee for review as soon as possible.*

#### 5.7. Storage of NAA Bosses

The Chair raised the concern regarding the insurance risk posed by the NAA bosses currently stored in the training corridor between the Club's store and the Shooting Shed. The meeting, understanding the risk, agreed to make a request to the NAA to remove the bosses from within the corridor and store them elsewhere. The meeting tasked the Chair to approach the NAA to make this a formal request. The meeting determined that a 3 month notice period was sufficient.

*TODO - Chair to contact Chair of NAA, providing a formal notice to store the NAA bosses elsewhere than at Wymondham Archers.*

The Chair agreed to the above action, but noted that there may be easily achievable options that the NAA could do to store the bosses elsewhere and would share these with the NAA at his earliest opportunity.

### 6. AOB

#### 6.1. Smoking on the Range

Laura raised her concern regarding Archers smoking on the Range. The Committee of Wymondham Archers was clear about its direction on smoking and reiterated that...

Smokers may only smoke in the Car Park area, or the verge close to it, if a disabled Archer. SMOKING or VAPING is NOT PERMITTED on the Outdoor Archery Range.



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Archers are also reminded to be vigilant in and around the Outdoor Archery Range, that Range Etiquette must be adhered to in order to prevent incidents or accidents. It is everybody's duty to adhere to Range Etiquette.

Chair	Peter Hill
Vice-Chair	Jake Francis
Treasurer	Mark Brookes
Secretary & Membership Officer	Salina Baboo & Keith Brandon
Safeguarding Officer	Alice Hawkes
Lead Coach	Peter Hill
Health & Safety Officer	Peter Barrett
Equipment Officer	Daron March
Website & Social Media	Paul Kirk
Fundraising Officer	Chris Norburn
Records Officer	Jake Francis
Competitions Officer	David Hall
Junior Members	Laura Scott
Supporting Officer 1	Sandra Edwards
Supporting Officer 2	Terry Reeve
Supporting Officer 3	Dan Parnham
Supporting Officer 4	John Packman

7. Date of Next Meeting – 12 Nov 2024, Tue 19:00 – 21:00, Wymondham Rugby Football Club, Barnard Fields, off Bray Dr, Reeve Way, Wymondham NR18 0G

The meeting closed at 20.30.

This is a true record of proceedings.

Signed:

Name: Peter Hill

Date: 12/November/2024