

Cambridge University Bowmen Committee Meeting

Minutes taken by: Liam Pattinson

Tuesday 21st August, 2018

Attending

- Andrew Browne (Captain)
- Liam Pattinson (Secretary)
- Nancy Chen (Treasurer)
- Jack Atkinson (Equipment)
- Zhengao Di (Equipment)
- Fraser Waters (Novice Officer)
- Kimberley Callaghan (Tournaments)
- Ivana Yeow (Alumni)
- Abi Pearce (Publicity)
- Alex Guyon (Social Secretary, via Skype)
- Robert Spencer (Web Officer, via Skype)
- Shivam Sheth (Novice Officer, via Skype)

Agenda

- Welcome and apologies.
- Setting budget and membership fees.
- Preparing for the Sports Fair and Fresher's Fair.
- Discussion on the upcoming 'Development Scheme'.
- Changes to the club's Blues status.
- Captain's Report.
 - Changes to coaching frequency and scheduling.
- Secretary's report.
 - Annual returns.
 - Updates to data handling procedures.
 - Updates to forms.
 - First aid review.
- Treasurer's report.
 - Move to online banking.
- Equipment report.
 - Moving equipment for the indoor season.
 - Preparing an inventory.
 - Purchases of new equipment.
- Tournaments report.
 - Upcoming competitions.
 - Introducing Archr.
 - Target days.
 - New badge schemes.
- Novice Officer's report.
 - Recruiting for the beginner's course.
- Web Officer's report.
- Publicity Officer's report.
 - Sponsorship opportunities
- Social Secretary's report.
 - Start of year social.
 - Encouraging new members.
- Alumni Officer's report.
 - Report on alumni event.
- Welfare report
 - New welfare policy.
- Any remaining business.

Minutes

Welcome & Apologies

The meeting started at 19:14 at Wolfson College, with several members joining via Skype. The meeting began with discussions on topics deemed to be either of high importance, or likely to require significant debate.

Update to Blues Status

Andrew is currently in the process of applying to change our Blues status. The current version makes it very difficult, if not impossible, for non-recurve archers to achieve either a Full- or Half-Blue. It also does not explicitly require a minimum level of commitment to the club, such as regular training or competing. The current requirement for a Half-Blue is to achieve at least a first class score at Varsity and to make the team (this is very challenging for longbow and barebow archers, and is impossible for compound). A Full-Blue additionally requires an archer to obtain a medal at a national level, such as a BUCS competition, or to achieve a master-bowman classification. Guidelines set by the Women's Blues Committee (WBC) require that an athlete demonstrate commitment and determination, and several club members have been refused Blues awards on these grounds.

It was proposed that the Full-Blue status should be updated such that it may be obtained by obtaining a first class score at Varsity (though not necessarily making the team), and additionally achieving a master-bowman classification or a medal at national competition. As a medal is considerably easier to achieve with some bow styles, it was proposed that the medalling score should also be of a bowman standard.

Jack emphasised that we should require a minimum standard of commitment to the club, preferably with strict numbers (e.g. must attend at least 3 BUTTS legs, must train at least once per week with the club). The WBC specifically requested that we update these criteria.

It should be noted that under these changes, the Half-Blue criteria would remain unchanged, simply because it is not feasible to conduct a fair competition between other bow styles with Oxford.

Following much debate, the original proposal was accepted, with the exception of the requirement that a medal at a national event should also be obtained with a bowman quality score. This was due to disagreements regarding the appropriate minimum score; it was decided that this should be left to the Captain's discretion.

ACTION: Andrew: Finalise and submit Blues status applications.

Fresher's Fair and Sports Fair

The club has organised a stall for the Fresher's Fair, which will likely occur on the Tuesday and Wednesday of the first week of term. A Sports Fair – introduced this year – will be held from 1pm to 5pm on October 1st at the Sports Centre. Club members will be required to set up and man our stalls at each event.

ACTION: Andrew: Send out Doodle poll for recruitment.

The stall should be decorated with large and small target faces, arrows, club photos, any trophies currently held, and possibly a bow if space is permitting. We will need sign-up sheets for our have-a-go sessions, and additional sheets to sign up any experienced archers. It would be helpful to use a laptop to enter details directly into a spreadsheet – Fraser offered his for the day. We should also offer flyers, though some committee members raised concerns about their impact on the environment.

ACTION: Andrew: Make flyers for Freshers/Sports Fair.

It was also suggested that a QR code on the desk could link to an online flyer.

ACTION: Robert: Set up online flyer and QR code link.

Setting Membership Fees

It was decided that general membership fees should stay the same, at £60 per year. The beginner's course will also remain at £60, as will the beginner's membership cost of £5. The have-a-go fees were raised from £2.50 to £3.

Development Scheme

Kimberley introduced the idea of setting up a 'development scheme' for the club. The club offers plenty of guidance for novices, but not much for experienced archers. Many club members have complained of feeling somewhat directionless in their first experienced year, in addition to feeling intimidated by the higher standard of competition. The development squad will attempt to remedy this situation by offering a structured framework for training and competitions.

The scheme will push people to train regularly and effectively, compete on behalf of the club, attend strength and conditioning sessions, and participate in club-led structured training. It is hoped that the scheme will help to develop a team-mentality, encouraging people to push themselves harder. It is not intended to be an exclusive club – all activities will be open to all club members – and participation will not be required for archers that wish to attend competitions.

The program will consist of the following:

- Attend at least two club training sessions per week.
- Sign up for most competitions.
- Attend strength and conditioning.
- Join in with structured training.

As an incentive to join, it was suggested that coaching could be offered at a discount, or that coaching would be scheduled more frequently. Allowances would be made to account for personal circumstances, so the above should not be intended as a set of strict rules. The scheme would be administered by Jack, Kimberley and Liam.

Following the introduction to the scheme, many points were raised for debate. Concerns were focussed mostly around the level of commitment required, and the potential financial incentives. It was decided that there should be a dedicated coaching session for those on the development squad, which should occur approximately once per month, instead of reduced coaching fees.

Captain's Report

Andrew has discussed coaching for the upcoming year with Phillip and Mary, though plans are not yet finalised. It was suggested that they could lead group sessions on various topics such as competition mentality or equipment tuning. This could occur on Saturdays, and could be run jointly with Anglia-Ruskin University to cut costs.

Jack mentioned that the Sports Centre may be organising sports psychology sessions of their own, and may provide first-aid training, physiotherapy and more. Jack also offered to run equipment sessions himself before Friday sessions (see Equipment Report).

ACTION: Andrew: Review coaching with Philip and Mary

It was also suggested that coaching should be scheduled by the Captain, rather than being run as a first-come-first-served system. There have been incidences of club members – and even non-members – signing up for all coaching sessions in advance for an entire season, preventing others from making use of these services. The suggested alternative scheme would require club members to provide their availabilities for a coming term, after which the Captain would allocate coaching spaces. It is hoped that this will lead to a fairer system.

Secretary's Report

Archery GB have started their annual returns process, which allows members to reaffiliate in advance of the following year. Around 20 club members have already opted in to the annual returns, and a reminder email will be sent to encourage more. AGB will open submissions for the annual returns on September 1st.

ACTION: Liam: Send annual returns reminder, submit names to AGB.

A number of club forms require an update. For many, this will require only a quick review and a date change. Others, such as the health and safety form, will require a more extensive update.

ACTION: Liam: Review and update club forms and documents.

The first aid box at the Churchill range is running low on supplies. This should be restocked as soon as possible.

ACTION: Liam: Restock first aid.

Some further measures should be implemented to ensure the club is GDPR compliant. These will mostly fix 'data leaks' that occur during committee handovers. Typically, committee members will make use of their own documents and spreadsheets, some of which may contain personal data, and will retain these long after leaving the club. This risks malicious use of club data, either by ex-committee members themselves or by any third-parties that obtain access to their devices. It was suggested that club documents should be restricted to a private online repository using Google services, and that access permissions should be set to only allow access to committee email addresses. This will require the creation of associated Google accounts for each committee member deemed to have a reasonable need to access the repository (or some subset). These accounts will be passed on as part of the handover at the end of each year.

ACTION: Liam: Set up committee accounts.

Official stash will be provided by the Sports Centre this year. As an estimate, they claim they'll be able to get stash to us around January, which is roughly in line with our current stash providers. Details are scarce, so Clifton will remain an option until we receive further information.

Treasurer's Report

A summary of last year's accounts follows:

- £7600.60 was earned from membership fees and the beginner's course.
- Around £310 was earned from have-a-go sessions.
- £600 was earned from bow loans.
- £606.50 was earned from travel fees.
- £2000 was earned from the sports grant.
- £800 was earned from coaching fees.
- £4030 was spent on sports hall hire and similar fees.
- Affiliation fees cost £237 in total, including CAA, SCAS, and AGB.
- Competition entry cost £900
- Travel cost the club £1625 (over £1000 subsidised).
- £380 was spent on insurance
- £100 was spent on stash delivery.
- £4147 was spent on equipment.
- £1102 was spent on coaching (subsidised £300)
- **Approximate income:** £11917
- **Approximate expenses:** £12521

Note: Final figures for income and expenses do not agree with those reported at the meeting. Please contact the secretary if any corrections should be made.

One member complained that they hadn't been sent their bow loan deposit, though the club recorded that the money has been sent. As we can't verify this either way, no further action will be taken unless further complaints are made.

Online banking capabilities have not yet been transferred to Nancy, and signatories have not yet been updated.

ACTION: Nancy: Update signatories and set up online banking.

Equipment Report

The following items have been purchased for the club: new badges; a replacement rope reel; a new frame leg and cross piece; some new faces, and glue.

Jack and Zhengao have completed an inventory of club equipment. Despite recent purchases, the club would benefit from the purchase of more Danage blocks.

Jack offered to make a set of new finger slings for £10-20, and could also make new strings to replace any that are worn out or of the wrong dimensions. The club also needs to purchase a new container for beginner's armguards, grub screws, and new peg bags.

The club has obtained 5 bow stands for the novices, and will aim to get a few more to outfit the whole squad. There are also plans to build simple bow stands out of PVC for the beginner's course.

Jack suggested that a better solution to arrow storage should be found, as with the current system it is too easy for arrows within a set to become separated. It was suggested that they could be held together in sets using new finger slings.

It would be useful for the club to obtain a new metal detector, but as we are nearing the end of the outdoor season it is not urgently required. We could also make use of a pin-point detector for finding lost points.

The frames at churchill are in a bad condition, and may need replacing within the year. The frames at the range are currently still in pieces after Varsity, and will need to be set up over a weekend.

ACTION: Jack: Arrange to have frames rebuilt (other committee members may be available to help.)

Jack stressed once more that straw bosses and layered foam should be used only by beginners or club members using low-poundage bows. The club shouldn't need any new faces in the near future as there are plenty left over from BUCS.

The club has 13 ILF risers for use by the novice squad or bow loan scheme, of which 3 are left-handed. There are also additionally a selection of decent non-ILF risers available for use. One is still with Victor and hasn't been returned.

ACTION: Jack: Chase up missing bow from Victor.

There are 10 other metal bows in the club inventory, some of which are unsafe to shoot. These will be removed rather than repaired. Some more low-poundage ILF limbs would be useful, as the club currently has a surplus of unusually high-poundage limbs available for the bow loan scheme. It was suggested than any earnings from the bow loan scheme should be earmarked for further equipment purchases.

Jack and Zhengao plan to offer equipment training to the club on Friday nights before our usual shooting sessions. These will focus on general bow maintenance and tuning advice. These sessions could reach out to other topics, such as performing proper warmups, sports psychology, and competition preparation. Jack also offered to run longer sessions for more complicated topics, such as how to make a string.

With the indoor season approaching, we will have to move a lot of our equipment from the Churchill sheds. There are several options for this: we could use the services of our usual mover; Abi offered the use of her parents' van when she moves back to Cambridge, and it may be possible to move some equipment after the CAA end-of-season shoot. Jack mentioned that it would be preferable to leave one boss at Churchill for frostbites, field practice, etc.

ACTION: Liam: Ask Churchill grounds keeper if we can leave a boss outdoors and occasionally make

use of it.

ACTION: Jack and Zhengao: Arrange to move bosses for the indoor season.

Kimberley recommended to buy arrow pullers and resistance bands for novices, or more generally for the bow loan scheme.

Tournaments Report

The club has purchased an account for the web-based archery app Archr. Club members may each create their own profiles and upload scores. The app calculates classifications and handicaps automatically, and features a number of analytical tools to allow archers to track their progress. The app may also be used to organise competitions and training days. As it is difficult to sign people up, Kimberley plans to do this in small batches as people sign up for target days or competitions. She encouraged those present at the meeting to add as many scores as possible. She also made it clear that this service is not intended to replace the website, but rather to serve as an additional training tool.

Target days are being organised on a weekly basis, with shorter rounds being run on weekdays. The committee suggested to organise more target days on Fridays, and fewer at the start of the week. There are plans to run target days during the indoor seasons, though the shorter sessions could make this difficult. One option is to hold them in the range, though this would need to be arranged with CSA.

Kimberley has also started announcing updates to club records on Facebook once per month.

New badges have been purchased for the club, and a new container will need to be purchased for them. These include outdoor classification badges and badges for the new 252 scheme – a training scheme in which archers must obtain a score of 252 (for recurve, or an equivalent score for other bow styles) at increasingly long distances with three dozen arrows, imperial scoring.

BUTTS Field will be held in October, though so far there haven't been enough recurve sign-ups for a team. Some members have expressed worries that they could lose arrows. It was suggested that a practice session could be held at Avalon to ease people into field archery.

CAA are looking to organise an end-of-season shoot sometime towards the end of September. It has been suggested that we could host it on Churchill's sports fields. Peacock could supply 10 bosses to assist, while CAA will provide medals, a field captain, judges, and scorers. The shoot will be casual in nature, and we could expect it to attract junior archers, so the rounds chosen should cater to a wide audience.

ACTION: Liam: Ask Churchill's ground keeper for permission to host end-of-season shoot.

ACTION: Zhengao: Ask Clickers if they would be willing to provide target faces for the day.

Novice Officer's Report

Shivam and Fraser will soon be emailing the club for beginner's course recruitment. It would be preferable to have some coaches attend for the whole course for the sake of consistency.

ACTION: Shivam and Fraser: Organise coaches for beginner's course.

Publicity Officer's report

Several companies have been approached for sponsorships, though none have responded. Jack recommended Hot Numbers, as they were receptive to the idea last year, and also recommended to try archery companies such as Clickers.

ACTION: Abi: Continue searching for sponsorships.

Social Secretary's report

Last year started with a formal for returning members. This year, the plan is to instead organise a more casual event and to set it back a week to allow new members to attend. It is hoped that this will make new members feel more welcome, and allow them to get to know the club in a more relaxed setting than the beginner's course.

ACTION: Alex: Organise start-of-year social.

We may be able to organise an archery tag social near Bury St. Edmunds, though we may struggle to find enough drivers.

Alumni Officer's report

The alumni event was a success, with 15 attending. The alumni team scored far higher than the student team, owing largely to the fact that all of them shot recurve. The shoot was followed by a dinner at Browns.

ACTION: Ivana: Write up a report for the website.

There are plans to start up an alumni e-league, and to organise a target day and formal next term. A competition schedule will be required before a date can be set.

Web report

The website has been upgraded in various ways. including general layout overhauls, committee logins via Raven, the use of HTTPS, server side clean up, version control, etc. The domain name has been changed to cubowmen.com, though the old address will continue to work.

ACTION: All: Let others know of our new domain name.

The domain name will cost the club £10 per year. Robert has paid for this himself, though in future it should be paid directly from the club accounts.

The club mailing lists require a clean up. A list of names of inactive members should be provided.

ACTION: Robert: Clean up mailing lists. Liam: Assist.

Robert encouraged members to use the website as much as possible, and to send in any bug reports or comments. Committee members should also send in reports of any future social events to put up on the website.

Welfare report

The development of a welfare policy is in progress, and is expected to be completed by the end of August. This will be circulated to all members around the beginning of term.

ACTION: Robert/Kimberley: Write up welfare policy.

University guidelines mention that the club should nominate a safety officer. This role is currently performed by the secretary, though the title of safety officer is not mentioned explicitly. Robert also expressed concerns that the election of welfare officers is a vague process. He suggested that it should require majority vote. As these issues require changes to the constitution, they will be resolved at the next AGM or EGM.

Other Business

Andrew will be away for most of September, though should be available via email or Facebook. Liam and Nancy will take over his responsibilities in the meantime.

The meeting ended at 22:58.