

# Cambridge University Bowmen Committee Meeting

Minutes taken by: Liam Pattinson

Saturday 29<sup>th</sup> September, 2018

## Attending

- Andrew Browne (Captain)
- Liam Pattinson (Secretary)
- Jack Atkinson (Equipment)
- Robert Spencer (Web)
- Alex Guyon (Social)
- Fraser Waters (Novice)
- Kimberley Callaghan (Tournaments)

## Apologies

- Abigail Pearce (Publicity)
- Zhengao Di (Equipment)
- Nancy Chen (Treasurer)
- Ivana Yeow (Alumni)

## Agenda

- Welcome and apologies.
- Preparing for the Sports Fair and Fresher's Fair.
  - Stall attendance.
  - Materials required: Flyers? Laptops? Props?
- Captain's Report.
  - Blues Status update.
  - Coaching plans.
  - Start-of-Term email.
- Secretary's report.
  - BUCS and Health and Safety talks.
  - Form updates.
  - Data protection updates.
- Treasurer's report.
  - Bank account updates.
- Equipment report.
  - Moving equipment for the indoor season.
  - Purchases of new equipment.
  - General maintenance and repairs.
- Tournaments report.
  - Archr updates.
  - Arrow awards.
  - Target days.
- Novice Officer's report.
  - Recruiting for the beginner's course.
  - Novice selection and bow loan plans.
- Web Officer's report.
- Publicity Officer's report.
- Social Secretary's report.
  - Start-of-Term plans.
- Alumni Officer's report.
- Welfare report
- Any remaining business.
  - S&C update.
  - Development Scheme updates.

# Minutes

## Welcome & Apologies

The committee meeting started at 13:11 at Jack's House. Both FW and KC attended via Skype.

## Fresher's Fair and Sports Fair

In some cases, more than enough people have signed up for each time slot. In these cases, only 2 or 3 people will be required.

*ACTION, AB: Allocate time slots for Sports/Freshers' Fair.*

We will require a 122cm face, and a portsmouth face for decoration at the very least. We will also require sign-up sheets and a laptop. Flyers have not been designed yet. Once created, they can be printed in the engineering department.

*ACTION, AB: ask Sam to rescale poster, or design a new flyer. Failing this, design a new flyer.*

*ACTION, AB/JA: Print flyers in engineering.*

Additional props could include any medals and trophies. A wooden club bow could be set up at the Sports Fair, and could later be packed up to take to the Freshers' Fair.

*ACTION, LP/ZD: Bring club bow to Freshers' Fair.*

## Captain's Report

The blues status forms have been sent and received. The women's blues committee are meeting within the next two weeks, while the men's committee will likely be meeting sometime in November. The current blues status should be updated on the website.

*ACTION, RS: Write up blues status on website.*

Philip and Mary will be coaching every Wednesday starting October 10th. 24th October and 14th November have been reserved for development scheme coaching, though JA asked for the first session to be moved earlier. AB has also discussed the possibility of holding one or two off-the-line seminars. The coaching scheduling system has been set up.

Start of term email will be sent out after Freshers' Fair.

*ACTION, AB: Send start of term email.*

## Secretary's Report

LP will attend the BUCS and Health & Safety talks hosted by the Sports Centre on Monday. If anything notable happens, he will send details to the committee. It is expected that the stash situation will be explained.

*ACTION, LP: attend and write up BUCS/H&S talks.*

Club forms have been updated and can be found on the website. People can now hand in membership forms and pay fees.

The new Google accounts are being set up, with Treasurer already set up.

*ACTION, LP: finish setting up accounts.*

With the outdoor season over, we should contact the Churchill grounds keepers to find out what we owe them. On payment, we usually offer a card and small gift as thanks.

*ACTION, LP: Email Churchill grounds keepers the outdoor season finishing times and collect invoice.*

*ACTION, LP: Update CUB events calendar.*

## **Treasurer's Report**

NC was not present.

JA needs to know how much money we are able to spend on equipment. Notably, we will need more damage before the Cambridge BUTTS leg.

Signatories for the club bank account have been updated for the new committee, and a new cheque book has been received. NC is in the process of applying for online banking.

## **Equipment Report**

All bosses, except one, have been moved out of the Churchill sheds, and new damage has been moved to the range. A new boss has been purchased for £555. The boss left at Churchill should be used for Frostbite competitions, and practice before BUTTS Field.

The bosses at the sports centre need rotating, which should be performed during the first Friday indoor session. In the range, bosses are labelled to prevent the use of heavy bows on worn damage bosses.

At the sports centre, we currently have 5 damage bosses, 2 layered foam, and 3 straw, although one straw is on its last legs, and should be removed. The layered foam is also looking quite worn, but it should survive a while longer. We will need to buy more faces, in particular 3-spots.

Beginner bows have been moved to the sports centre, though they'll still need to have sights attached. The club owns 10 sets of new beginner limbs and 3 more wooden risers, though it is not clear what these additional risers are to be used for. ZD is working on fletching arrows, and so far has completed all arrows for the novice course. JA and ZD are also making finger slings that will also be used to keep arrows together in sets.

Novice equipment should be ready to go, though JA and ZD will need more information regarding exactly what will be needed. The club has purchased 14 arrow pullers for the beginners course, though it was suggested that we should purchase 15 more to cover the novice squad and have some spares. These could be sold to the novices to cover their cost. We have obtained 7 bow stands for the novices, and should purchase another 5.

JA would like to run equipment sessions each Friday before shooting.

*ACTION, JA: Email Lucy to book a room.*

JA and ZD had planned to make more stands for the beginners' course, though there is little time remaining. The committee agreed that other tasks should take priority.

## **Tournaments Report**

An Archr email has been sent, though there have been few responses. We can now include CUA members, though we might encounter difficulties keeping their scores separate.

There have been requests to start the club ladder again. We could start this right away, though KC requested that a web interface should be made to lessen the administrative burden of running the ladder.

*ACTION, RS: Create website interface for club ladder.*

For the E-league and related online leagues, we will need Portsmouth, Worcester, and Bray scores from our club members. However, it will be difficult to run target days on Wednesdays due to coaching, or on Fridays due to the usual slow pace. Portsmouth and Worcester rounds could be run on Mondays, while it may be possible to squeeze in a Bray or a half-Portsmouth on other days.

We may be able to use the range on Saturday mornings for target days. KC volunteered to attend an upcoming CSA meeting, where she will ask about the possibility of introducing a visitors fee for our

members who are likely to use the range only once or twice throughout the year. JA noted that they are unlikely to agree unless the idea is sold well.

KC will also be introducing arrow awards, which require both a level of shooting proficiency and archery knowledge. The white badge could be awarded to those who complete the beginners' course, though to avoid wastage, badges shouldn't be bought in advance. The scheme will need to be written up for the website.

*ACTION, KC/RS: Write up arrow awards for the website.*

## **Novice Officer's Report**

Recruitment for the beginners' course is going well, and we almost have 10 people per session. However, we are lacking coaches for some of the middle sessions.

FW and SS have made some changes to the beginner handbook, and will send to RS. These will need to be printed in time for the course.

*ACTION, FW/SS: Send beginner handbook to RS, organise printing.*

FW and SS are planning to select 12 novices this year. They will need to send JA/ZD details such as height, handedness, and poundage in order to select appropriate equipment. The first novice training session should be held on October 9th, and equipment should be distributed in a staggered fashion (e.g. starting at 4pm, ensure each new novice arrives 20 minutes after the last). They are looking for enthusiasm, time commitment, and a willingness to compete. The novice squad should be advertised before the taster session, and we should take about 5 or 6 from there. A boss may be set aside to test those who show an early interest.

FW asked for committee members to help at the first few novice sessions to accelerate the initial coaching. An email will be sent to organise this.

*ACTION, FW/SS: Recruit committee members to help with coaching.*

## **Publicity Officer's report**

AP did not attend. Some posters have been made to advertise our have-a-go sessions.

## **Social Secretary's report**

AG will be organising a pub trip on the Sunday after the have-a-go sessions.

*ACTION, AG: Organise pub trip.*

He is also planning to organise a formal a couple of weeks into term. He will need to send an email to find somebody to host. In terms of colleges, Peterhouse and Emmanuel were suggested.

*ACTION, AG: Organise start-of-year formal.*

A club event will be held on Guy Fawkes Night as usual. It would be preferable to hold the club annual dinner at Sidney Sussex, as our senior treasurer may be able to obtain favourable rates. It was suggested to hold this one or two weeks into Lent term.

*ACTION, AG: Email Lindsey about Sidney Sussex annual dinner.*

IY wanted to organise an alumni event towards the end of Michaelmas, which would include a dinner in some way.

*ACTION, IY: Email Alex plans for alumni event.*

Some members have asked for a session swap with the rifle club. It was suggested this could consist of an hour of archers trying rifles, and an hour of rifle-shooters trying bows.

## **Welfare report**

A welfare policy has been drawn up, and will be sent out once the mailing lists have been sorted.

## **Other Business**

### **Strength and Conditioning**

S&C starts this Thursday at 7:30am. JA asked about the possibility of running assessments in the first session to better tailor the program to individuals.

*ACTION, LP: Ask about assessments for first session.*

### **Development Scheme**

JA talked to Philip about group coaching, as he was planning on running 'off-the-line' coaching. We would prefer something closer to standard coaching.

### **Other Actions**

*ACTION, LP: Sort out stash.*

*ACTION, RS: Add photos to development scheme page, and perhaps elsewhere on the site.*

*ACTION, JA: Send RS bow loan info for the website.*

*ACTION, RS: Fix everything on the novice competition page.*

## **Wrap-up**

The meeting finished at 15:08.