

Cambridge University Bowmen Committee Meeting

Minutes taken by: Liam Pattinson

Thursday 18th July, 2019

Attending

- Robert Spencer (Captain)
- Liam Pattinson (Secretary/Tournaments)
- Lukas Cincikas (Treasurer)
- Kimberley Callaghan (Development)
- Zhengao Di (Equipment)

Apologies

- Nancy Chen (Alumni Officer)
- Abigail Pearce (Women's Officer)
- Andrew Browne (Novice Officer)
- Alexander Kent (Equipment Officer)
- Sam Kitson-Platt (Publicity Officer)

Agenda

- Welcome and apologies.
- Policy on taster sessions and have-a-go's.
- Beginners' AGB cards.
- External ranking systems (BUCS, CAA).
- Alumni shoot date confirmation.
- Revisions to vacation shooting schedule.
- Revisions to target day schedule.
- Captain's report.
 - Registration of club
 - Coaching feedback
 - CAA AGM report
- Secretary's report.
 - Annual returns.
- Treasurer's report.
 - Signatory updates.
 - BUCS entry invoice.
 - CAA/SCAS affiliation.
- Equipment report.
 - Returned novice bowloan.
 - New peg bags.
- Tournaments report.
 - Role handover.
- Development report.
 - Passing on Archr accounts.
 - Development emails.
 - Friday development mentoring sessions.
 - S&C taster session.
- Any remaining business.

Minutes

Welcome & Apologies

The meeting started at 18:04 at the Centre for Mathematical Sciences. The previous minutes were proposed by RS and seconded by LP.

Policy on taster sessions and have-a-go's

At the last meeting, it was decided that the club would charge £20 per head for any future taster sessions. After consulting with other clubs, it was decided that this price is too high, and it should now be set at £12.50. Following AGB guidelines, coaching must be provided on a one-to-one basis by members who have been shooting for at least 3 years. Taster sessions should last for 3 hours, though this is subject to change upon request.

It has been the unofficial policy of the club in previous years to allow people to invite friends for one-off have-a-go sessions and to charge them 'range fees'. This is not permitted under AGB rules, as it is classified as a taster session. It therefore must be declared to AGB at least 2 weeks in advance, and therefore the secretary must be informed of any upcoming taster sessions at least 3 weeks in advance. Anybody attending these taster sessions must be supervised by a club member in at least their second year of shooting, and is not permitted to shoot independently or collect their own arrows. The maximum distance at which they may shoot is 20 yards. In addition, a first-aider must be present, and a risk assessment must be prepared before the event.

ACTION, RS: Write up and advertise policy

Beginners' AGB cards

A large collection of beginners' AGB cards have been found in the sheds at Churchill. These will be disposed of securely once they expire in September. In future, it is recommended that any AGB cards not handed over in person should be distributed using the university postal service.

External ranking systems (BUCS, CAA)

Both CAA and BUCS offer ranking systems which require clubs to submit scores from 3 shoots, provided they were from target days or more formal forms of competition. For CAA rankings, members should be reminded to submit their scores.

ACTION, KC: Send reminder email for CAA rankings, and Facebook post a few days later

Previously, scores have been submitted for BUCS rankings by the records officer without asking permission in advance. Any qualifying members will be identified using Archr, and LP will contact them personally to request permission to submit their scores.

ACTION, LP: Contact list of members qualifying for BUCS rankings

Alumni shoot date confirmation

The alumni shoot will be held on August 24th. The event will be a National round (4 dozen arrows at 60 yards, followed by 2 dozen arrows at 50 yards).

ACTION, LP: Set up forms for alumni shoot

ACTION, NC: Advertise alumni shoot

The shoot should be followed by a social event. This should be more elaborate than a pub meal, but should not be so expensive that it may alienate current members (for reference, last year a large table was booked at Brown's, and attendees were asked to order meals in advance).

ACTION, YX: Decide on appropriate social event

Revisions to vacation shooting schedule

Due to a lack of interest in regular Tuesday sessions, and requests to hold regular Friday sessions, we will no longer open at 16:00 on Tuesdays, and will instead open at 17:00 on Fridays. Responsibility for opening will fall to LP/KC. Please note that the field may be opened on request at any time, provided at least one key holder is present for the duration.

ACTION, RS: Advertise new regular shooting schedule

Revisions to target day schedule

After some discussion, it was decided to maintain a 3 week schedule. A Western will be held on July 28th. This will be followed by a St. George/Albion/Windsor round on August 18th. Finally, an American round will be held on September 8th.

ACTION, LP: Inform CAA records of upcoming target days

Captain's report

Registration of club

Club registration is due by October 8th, though completion is currently targeted for August 8th. RS has made progress, and requires updates to several club documents.

ACTION, LP: Update club documentation.

Coaching feedback

RS has started collecting coaching feedback to see if we can improve our coaching systems in any way. This will also be used to provide anonymised feedback to the coaches.

CAA AGM report

Following the CAA AGM, there were no changes that will significantly affect our club. However, we should promote CAA and county records within the club. The club's correspondence email has been changed from the secretary's email to the general committee email.

Secretary's Report

Annual returns

LP has started collecting club member data for AGB annual returns. There have been 20 responses so far. Annual returns will be completed closer to the start of the next indoor season.

Treasurer's Report

Signatory updates

LC has been asked to provide a UK mobile number and several forms in order to change signatories. It was recommended that he try going to Lloyds bank in person to organise the handover.

ACTION, LC/NC: Club account signatory handover

BUCS entry invoice

The club has been asked to pay for BUCS entries. To avoid additional fees, it was recommended to avoid paying by cheque, so a club member will have to pay for this using their personal account and get reimbursed later. This must be done by August 1st.

ACTION, LC: Arrange payment for BUCS entry invoice and organise reimbursement

CAA/SCAS affiliation

Affiliation fees are due for CAA and SCAS (£75 and £11 respectively). This must be paid by October 1st.

Equipment Report

Returned novice bowloan

All novice bowloans have been returned, or have been located and are planned to return soon.

Four novices and 1 beginner are still renting over summer, though they have not yet been asked for payment.

ACTION, ZD/AK: Chase up vacation bow loan payments

New peg bags

ZD has purchased new peg bags for use at the Churchill range.

Tournaments Report

Role handover

A handover for the roles of tournaments officer and records officer has now taken place between KC and LP.

Development Report

Passing on Archr accounts

After leaving the club, our members can obtain their Archr accounts for personal use for £5 per year. Members should be made aware of this possibility. CUA members are currently allowed to make use of our club's membership, but it is unknown if this is allowed.

ACTION, LP: Ask about protocol for leaving members and CUA involvement.

Development emails

Following an email on keeping up archery over the long vacation, KC is planning to send informational emails once a month during term time. This will run alongside archery tips in the CUB weekly bulletin.

ACTION, KC: Send list of topic ideas to committee

ACTION, ALL: Send ideas to KC for monthly developemnt emails

Friday development mentoring sessions.

KC suggested that peer-to-peer mentoring could be introduced to our regular Friday sessions during the indoor season. To encourage participation, members will be informed of any mentors at the start of the session, and mentors will be free to offer advice to any who ask during the session. There may also be some scope for mentors to approach members who are clearly experiencing difficulties, though there are concerns that this may breach standard etiquette if it is done too liberally.

S&C taster session

In order to increase interest in our S&C sessions and mitigate 'gym anxiety', KC has suggested to run a taster session during (or before) one of our Friday archery sessions in Michaelmas. This could show our members what we do, what the gym is like, and what our expectations are.

ACTION, RS: Contact sports centre to arrange a one-off taster session on a Friday night

Seminars for our members

KC would like to run up to 6 seminars over the next year on various topics (i.e. sports psychology, physiology and injury prevention, women in sport, home workouts). A budget will be required for these seminars.

ACTION, RS/LP/LC: Determine development budget

Any remaining business

LP suggested that high-ranking club badges should only be offered on certain rounds. For example, red and gold badges could be offered only for Portsmouths, WA18s and WA25s in the indoor season, while they could be restricted to WA1440s, WA720s, York/Hereford rounds, and St. George/Albion rounds in the outdoor season. KC suggested to instead find which classifications are obtainable from each round, and to determine badge availability based on that.

ACTION, LP: Determine badge availability rules for next committee meeting

A number of club shirts and hoodies were not collected this year. It was recommended that an inventory be taken of uncollected stash, and for members to be warned that it will become forfeit if it is not collected by the end of the year.

ACTION, LP: Determine stash inventory, email those who haven't collected

KC noted that the development officer should ideally have coaching qualifications, and that the committee should watch out for any upcoming training.

AB started communications with St. John's College to organise a venue for Varsity next year, though it was not clear if the booking had been finalised.

ACTION, RS: Follow up St. John's College Varsity venue booking

Wrap-Up

The meeting finished at 19:27. The next meeting will be held on August 8th.

Outstanding actions

The following actions remain from the previous committee meeting.

ACTION, LP: Inform Sports Centre of welfare officer choices

ACTION, LP/RS: Get club registration done by August 8th

ACTION, NC: Change account signatures

ACTION, SK: Obtain and post write-ups for past competitions

ACTION, MD: Continue searching for an email aliasing work-around

ACTION, RS/LP/MD: Update constitution on website