

**County of Warwick Archery Association**  
**Executive Committee Meeting**  
**held on 19<sup>th</sup> April 2012**  
**at Barkers' Butts RFC, Coventry**

**Present:** Geoff Beston, Denis Folkard, Kathy Folkard, Pete Hunnisett, Philippa Lowe, Adam Ravenscroft, Dave Redding, Jon Richmond, Brian Tustin and Roger Wyton

**1. Apologies**

1.1 Apologies were received from Derek Kelly, Tony Luff, Stuart Wood-Edens and Kath Vick.

**2. Minutes of Last Meeting (19.01.12)**

2.1 The minutes were agreed.

**3. Matters Arising from 2 above**

3.1 Item 3.1 – Dave Redding confirmed that it is still intended to progress **coaching for archers of 2<sup>nd</sup> class and below**.

3.2 Item 3.3 – Kathy Folkard said that there was no further news from Archery GB regarding **the opting out of clubs and individuals, from CWAA and WMAS membership**.

3.3 Item 4.4 – Kathy Folkard said that there was no decision as yet regarding the charge of an **entry fee for the Regional Inter Counties** event.

3.4 Item 4.8 – It was confirmed that the **first Junior County Squad** session was to be held at Meriden on 21<sup>st</sup> April, organised by Wendy Baird and Geoff Beston. Brian Tustin confirmed that the Leamington ground is available by arrangement.

3.5 Item 4.10 – Kathy Folkard confirmed that Usman Patel has now affiliated his club, **Sanjah Archers** in Aston, Birmingham, to Archery GB. Brian Tustin confirmed that the club has not affiliated to CWAA or WMAS.

3.6 Item 5.3 – Roger Wyton reported a letter of thanks from Naomi Folkard.

**4. Matters arising from AGM**

4.1 **County Team Awards 2011** It was confirmed that the awards for 2011 had not yet been presented, and that the list of award winners was not yet available on the CWAA website as agreed at the AGM.

**(Action: Kathy Folkard, Stuart Wood-Edens, Pete Hunnisett)**

**5. Correspondence**

5.1 Kathy Folkard outlined 8 items of correspondence.

5.2 Documents for the Archery GB AGM, to be held in East London on 28<sup>th</sup> April. Kathy said that the documents should have been sent to all clubs. She pointed out a fee increase of £3 for seniors and £10 for junior clubs, and a loss on the year showing in the accounts of £70,000.

5.3 Voting papers for Chairmen of Archery GB's Coaching and Junior committees. It was agreed to support the only candidates, Tim Swane and Helen Woodcock.

5.4 Letter from Archery GB re. Employers' Liability Insurance Cover together with a certificate of Insurance (presumably sent to all clubs). This pointed out that employers' liability now casts a wide net and can cover the self employed and volunteers, and that Archery GB have therefore now extended insurance cover to include legal liability, damages and legal costs arising from the death of, or injury to, employees (voluntary or paid) in the course of their employment with a club, county or region. A copy of the certificate of insurance must be displayed where persons covered are employed.

5.5 Letter from John Taylor MBE thanking the committee for his retirement gift.

5.6 Application to be a candidate judge (January) from Chris Evans (Charnwood). Kathy said that this had been signed on behalf of CWAA and that Chris may well by now be actively judging.

5.7 Request to pay for the badge for a candidate judge from Tony Goad (WMAS Judge Liaison Officer). Tony claimed that it was normal for the county to pay, but on looking into this, Kathy said that she had found that it is WMAS which pays.

5.8 County Development Coordinators' Bulletins Kathy said that she had circulated these by e-mail. She confirmed that no one had volunteered to take the CDC post, but pointed out that there is a weekend seminar in Milton Keynes on 21<sup>st</sup>/22<sup>nd</sup> April with free hotel and subsistence, and spaces still available.

5.9 Query from Banbury Cross Archers about the possibility of affiliating to CWAA. Kathy said that this is a new club, obviously unhappy with the help available in Oxfordshire. She said that she had replied to the query, but that she had heard indirectly that it intends to affiliate to Northants.

## **6. Treasurer's Report**

- 6.1 Roger Wyton presented a receipts and payments account for the quarter ending 31<sup>st</sup> March 2012. This showed a deficit for the period and for the year to date of £2805.22, but Roger pointed out that this will be offset in the next period by archers' contributions for the Eaton Manor weekend and a refund from Eaton Manor on accommodation costs. In addition the cost of medals etc will be moved to the balance sheet at the end of the year.
- 6.2 Roger pointed out that Quantum had kindly donated £120, the profit on the raffle at the CWAA Indoor Championships. **(Action: Kathy Folkard)**
- 6.3 Roger said that he is still awaiting cheques in relation to Eaton Manor. **(Action: Stuart Wood-Edens, Roger Wyton)**
- 6.4 It was agreed that all cheques and monies received should be passed to Roger as quickly as possible.
- 6.5 Roger said that despite sending reminders to Meriden AC, he had still received no bill for the 2011 CWAA Field Championships. It was agreed that this could probably now be written-off.
- 6.6 The accounts were accepted.
- 6.7 Roger presented a letter from Naomi Folkard asking for assistance with her expenses in gaining a County Coach qualification. It was agreed to give her £75, the maximum previously agreed as CWAA policy. **(Action: Roger Wyton)**
- 6.8 It was suggested that the policy on grants for coaches should be more widely publicised. **(Action: Kathy Folkard, Pete Hunnisett)**
- 6.9 Kathy Folkard said that the last review of travel expenses was in October 2010, and that rates were currently 30p per mile for official business trips, and 15p per mile for archers travelling to county matches outside the county. It was agreed that these should be raised to 33p and 20p respectively. **(Action: Kathy Folkard)**

## **7. Membership Secretary's Report**

- 7.1 Brian Tustin confirmed that Univ. of Birmingham AC, 'V' AC and Andalus Archers have now re-affiliated to AGB, WMAS and CWAA. B of Swanshurst no longer exists and Kings Heath has joined NFAS.

## **8. CWAA Tournaments**

- 8.1 It was confirmed that the **CWAA Indoor Championships** (29.01.12), organised by Quantum, went well, and an offer from Quantum to run the event next year on 27<sup>th</sup> January was accepted.
- 8.2 Jon Richmond explained the problems which had arisen with regard to organising the first **CWAA Field Championships** at March Hare (25.03.12), and which had resulted in a relatively small entry. He said that despite this the venue was good and it was an enjoyable event. He anticipated that with more publicity a larger entry could be gained next year at this venue, and it was agreed that Jon should proceed with arrangements for 2013 on this basis. It was also agreed that we should look at finding/buying a men's compound trophy for the event. **(Action: Kathy Folkard, Jon Richmond)**
- 8.3 It was confirmed that arrangements are in hand for the **CWAA Outdoor Championships** (16.09.12) and the **CWAA Clout Championships** (09.09.12).

## **9. County Coaching Officer's Report**

- 9.1 Dave Redding confirmed that the **Level 1 Coach course** is well under way. Tutoring is now completed and the assessments are awaited.
- 9.2 Dave said that he had applied for a grant for the next level 1 course, planned to start next year at the Quantum venue.
- 9.3 **A Coach Education session** is to be presented by Wendy Baird on 9<sup>th</sup> May, based on her experience working with AGB Academy archers.
- 9.4 Dave said that AGB list the following Warwickshire coaches: 5 coaches, 4 level 1, 2 level 2, 4 county and 2 senior. It was agreed that Dave would contact all coaches in order to obtain up to date information on availability, skills, contact details, authority to publicise the information given etc, with a view to updating the coaching section of the CWAA web site. **(Action: Dave Redding)**

## **10. Team Manager's Report**

- 10.1 Denis Folkard read a report from Stuart Wood-Edens.
- 10.2 Stuart outlined the squad training sessions. Snow limited the attendance at Eaton Manor on 5<sup>th</sup> February, but the coaching was well received and feedback was positive. A session at Meriden on 26<sup>th</sup> February was very well attended. The weekend at Eaton Manor (9<sup>th</sup> -11<sup>th</sup> March) was attended by a

total of 21 archers and 6 coaches, including Alison Williamson. All worked hard and it was a successful weekend.

- 10.3 Stuart confirmed that there is a full team for the first county match in Warrington on 13<sup>th</sup> May.
- 10.4 Stuart said that he would like to purchase red polo shirts for approximately £10 each and suggested the possibility of keeping a 'stock'. It was agreed that Philippa Lowe should pass details of our existing supplier to Stuart so that archers can themselves obtain and pay for their county shirts in the usual way. **(Action: Philippa Lowe, Stuart Wood-Edens)**
- 10.5 Despite several e-mails Stuart had no information regarding the Derby/Notts match in August.
- 10.6 With regard to the Regional Inter Counties event Stuart said that he is hoping to confirm the judges shortly.

#### **11. Records Officer's Report**

- 11.1 Kath Vick reported 7 claims, all in order: Jacob Vick 2, Caitlin McCarthy 2, Michael McCarthy 1, Matthew Ingram 1 and Philippa Lowe 1. These records were ratified.
- 11.2 It was understood there was a backlog of records for which certificates have not been issued, because of difficulty finding suitable paper. Kathy Folkard undertook to ascertain the present position. **(Action: Kathy Folkard, Kath Vick)**

#### **12. Public Relations, Website and Communications**

- 12.1 Pete Hunnisett confirmed that he had made numerous updates to the CWAA website, including the addition of a new junior section.
- 12.2 Philippa Lowe said that she had recently done a news report. She said that she would not have time to prepare a report on the Olympic Selection Shoot, but Kathy Folkard undertook to do one.

#### **13. WMAS Delegate's Report**

- 13.1 Denis Folkard said that there had not been a WMAS Council meeting since the last committee meeting.

#### **14. CWAA Summer League 2012**

- 14.1 Kathy Folkard said that she had received entries for 11 teams, including 2 junior teams, and confirmed that Martyn Ellis would be dealing with the results.

#### **15. Child Protection**

- 15.1 Geoff Beston confirmed that he had not yet met Kath Vick for a handover of paperwork, but that he had contacted Archery GB to confirm that there is nothing new in the pipeline.
- 15.2 It was agreed that when he has the files from Kath, he should contact the Club CPOs to introduce himself and offer any help which may be required. **(Kath Vick, Geoff Beston)**

#### **16. Disciplinary Procedure**

- 16.1 Denis Folkard referred to Minute 17.1 of the last meeting, regarding the possible need for a CWAA disciplinary procedure. It is understood that the Archery GB Referral Panel is now dealing with a large numbers of cases, and that CWAA could also be required to deal with a disciplinary matter.
- 16.2 Denis Folkard pointed to Section 15 of the CWAA constitution, headed 'Expulsion', but said that this was limited and flawed. He had looked at the Archery GB website for guidance (eg a model procedure, advice on how to proceed, our legal limits, insurance in the event of any legal action for breach of process etc), but found this to be very limited.
- 16.3 The AGB website details AGB's own disciplinary policy and complaints procedure, which does say that all serious complaints should be referred immediately to the chairman of the AGB case management referral panel. However, there is no information for clubs, counties or regions on how to deal with complaints and disciplinary matters.
- 16.3 Denis suggested that we should proceed with caution, and as a first step, ask AGB for advice. This was agreed. **(Action: Denis Folkard)**

#### **17. Date of Next Meeting**

- 17.1 Thursday 19<sup>th</sup> July 2012 at Barkers' Butts RFC. **(Action: Kathy Folkard)**

**18. Any Other Business**

- 18.1 Jon Richmond reported that the Indoor Championship men’s compound trophy is still with John Robbins from 2011. **(Action: Philippa Lowe)**

Chairman..... Date.....