**County of Warwick Archery Association Executive Committee Meeting**

**Held on 25th October 2022 via Zoom**

Start Time 7:00 pm

**Present:** Derek Kelly, Martyn Ellis, Alan Smith, Brian Tustin, David Redding, Mary Kelly,

 Nick Mitchell, Peter Hughes, Wendy Baird,

 Helen Smedley (Regional Development Officer)

 Club Representative: David Beeton, Gordon Jones

1. **Apologies**

Apologies were received from Roger Wyton, Kate Willett

1. **Minutes of Last Meeting 12.07.22**

The minutes of the last meeting were agreed as a correct record.

1. **Matters Arising from 2 above**
	1. 6.7 Derek said that he had tried to take the trophies to the shop in the Jewellery Quarter but it had been closed for holidays and he had not had a chance to go again. He will do so.
	2. 16.5 Quantum Archers have decided not to send another representative to the meeting as Derek and Mary already attend.
2. **Treasurers report/Grants**

In his absence Roger submitted a written report, along with the quarterly accounts.

* 1. As usual at this time of the year, the major item of income was affiliation fees which amounted to £2,073 in this quarter. Other significant items of income were entry fees for the Outdoor (£360) and Field (£255) championships. On the expenditure side, the major expenses were a) affiliation fees paid to WMAS (£168) b) Outdoor championships expenditure (£417.48) c) coaching expenses (£233) d) entry fees for the national Team Championships (£435), e) donation to Shipston Archers for their help in staging the Outdoor championships as agreed by us all via e mail (£100) and f) an individual archer grant to Edward Gray (£200). This latter item was agreed intra committees so the Committee ratified this grant.
	2. In addition, payments of £25 each were made to Archery GB to secure record status for the 2023 Indoor and Outdoor Championships. As these relate to next year’s accounts they will be transferred to the balance sheet at year end and will not count in 2022. The account shows a surplus at the end of the quarter of £1,046 and £1,394 for the year to date. At the end of the quarter, our cash reserves stood at £29,657.
	3. I have also attached the final account for the Outdoor Championships which shows that there was a net cash deficit of £57 which when the cost of the medals awarded is taken into account translates into a gross deficit of £165. I have not included the £100 donation to Shipston as this does not directly relate to the cost of running the event but is rather a "thank you". I will do a similar account for the Field Championships once Martyn has received details of all outstanding expenses and forward that onto the Committee.
	4. Finally, at the last meeting we briefly discussed increasing the rate per mile paid to archers representing the CWAA at tournaments and also for committee members travelling on CWAA business. I have looked at the HMRC website and their car current approved rate for business mileage is 45p per mile with effect from 6th April 2022 with an additional 5p per mile per passenger other than the driver. These rates seem reasonable to me so, subject to other committee members views, I would suggest that in view of the increased fuel costs since we last reviewed our rates that we increase them from 33p to 45p per mile, and the passenger rate from 2p to 5p per mile. This was agreed and Roger would be informed so that he could amend the travelling expenses form accordingly and send it to Wendy so that she can replace the current version on the website.
1. **Membership Secretary Report**
	1. Brian reported that at the end of the 2021/22 year there were 1077 archers affiliated to the county. This was made up of 927 seniors and 150 juniors.
	2. Following the start of the new year 636 seniors and 96 juniors have affiliated.
	3. There were two new clubs listed in Birmingham. These were Crescent Archers, a club similar to Rimaya set up by ArcheryGB, and West Midlands Emergency Services.
2. **CWAA Tournaments**
	1. Martyn reported that the field championships had been held on 16th October and had gone well. A national record had been claimed by Oliver Hicks and this had been ratified. The required paperwork had been sent to ArcheryGB. The shoot had made a surplus on the day of £70.87. However, after deducting the cost of medals of £107.88, there was a small overall loss.
	2. Derek stated that the indoor championships would be held on Sunday 29th January 2023 at St. Francis of Assisi Catholic Technical College and the entry form had been sent out to clubs.

 Entries were starting to be received.

 It was suggested that some elite archers would not enter as three spot faces were not allowed as there was a perceived danger of damage to arrows using a single face. The ability to use three spot faces within the rules for Portsmouth rounds was discussed. As the entry forms had already gone out no alteration could be made for this year.

* 1. Derek confirmed that the event would make a loss even with a full field of eighty archers as the costs were around £800 for hire of the location and bosses, plus the cost of medals. The use of an alternative cheaper venue would be investigated for next year. The suggestion of running three sessions was not considered practical due to the time required.
	2. Following the introduction of the new age regulations for juniors there was a potential for a large number of categories at a shoot. Clarification would be sought to confirm if all must be included at an event. The entry form would need to be revised to reflect the changes in age groups and the criteria for determining archers “age”.
	3. The 2023 outdoor championships would be held on 11th June at Shipston.
	4. Derek had tried to contact the farmer used by Bowflights in relation to the 2023 Clout championship, but had not received a response. Derek asked anyone aware of an alternative venue to contact him.
1. **Summer League Report**
	1. Martyn reported that the summer league had now concluded and he had sent the corrected results to Wendy for publishing on the website. There was a new winner this year.
2. **Team Managers Report**
	1. Peter reported that county teams had competed in three tournaments. A team of twelve archers had taken part in the Junior Intercounties, with Warwickshire emerging as the winner.
	2. Although the Warwickshire ladies and gents recurve teams had finished sixth and fourth respectively, and two individual barebow archers competed at the Senior National County Team Competition, no compound archers had been available.
	3. The county recurve team came first at the West Midlands Senior Intercounties. The county also won the barebow division. However, the county did not win overall as there was only one compound archer and no longbow archers competing for Warwickshire.
	4. Peter stated that he had not received a proper handover from Tim and was still unable to use Sport80. Helen advised that this was probably due to the restriction of the number of persons allowed to have access, as the county were already above the limit. Helen would substitute Peter for Martyn, who did not require full access for tournament entries.
	5. New shirts had been purchased, at a cost of £643.94. Peter had a record of the names of those who had received one. If juniors required larger shirts in the future, their old shirts would be recycled where possible. However, he was not aware of who had previously been issued with a shirt.
3. **County Tournaments and Intercounties**
	1. Peter had taken over the Team Manager role part way through the year. It was anticipated that as he now had around five months before next year’s competitions that improvements in representation would be possible. It was noted that Warwickshire was in a better position than some other counties. The consensus was that archers seeking grants from the county should be willing to represent it in county matches.
4. **County Coaching Organisers Report**
	1. Dave reported that a psychology seminar had been held at Meriden Village Hall on 15th October with thirty-seven attendees. Most feedback had been positive, although some had suggested that the content was pitched too high. This was due to the nature of the subject. Dave had a series of slides available for distribution.
5. **Records Officer Report**
	1. Nick reported that twenty-three records had been claimed during the period. There were ten new records and thirteen improvements. Of these thirteen were senior records and ten junior records.
6. **Webmasters report**
	1. Wendy reminded members of the committee that they needed to be careful when opening emails as there was a large amount of harmful content being sent.
7. **West Midlands Representatives Report**
	1. Martyn and Nick had attended the last meeting of WMAS. There was nothing substantive to report with the majority of the discussion having been about the two WMAS Intercounty matches and funding. A follow up meeting was to be held to specifically discuss the successful AGB funding applications, along with those submitted by Coventry AC and Worcester University, but nothing had been arranged, and these now be considered at the next committee Meeting on 15th November.
	2. Martyn stated that he was starting to ask what the regional organisation contributes.

 He was finding it frustrating trying to get replies from the regional officers. Whilst Warwickshire, Worcestershire and Shropshire appeared to be functioning both Herefordshire and Staffordshire were struggling.

1. **Safeguarding Officers Report**
	1. With reference to the email sent by Peter with photographs of the junior team, Mary asked if prior permission had been obtained before the photos were taken and sent out.

 Peter stated that he usually asked for permission to publish the photographs after he had taken them but that he would in future ask first.

 ArcheryGB had confirmed that written permission was required before any photography of under eighteens took place, and that they be supplied with an explanation of where the material would be published. Whilst prior permission was not required for adults it was prudent to ask their permission.

* 1. The above raised the question of whether Peter required DBS clearance and /or safeguarding training, and clarification would be sought. Helen would send him details of safeguarding courses available as NSPCC were no longer providing an online course.
1. **Regional Development Officer**
	1. Helen gave an update on a number of topics and submitted a written summary which is attached as Appendix A.
2. **Correspondence**
	1. An email had been received from Monty Orton in reply to the congratulations sent by the President following his success in the European Junior Championships.
3. **Any Other Business**
	1. Wendy had not received the email with the meeting agenda. Alan would investigate the reason for this.
	2. Dave Beeton asked Helen about the mix of bow styles required for the OnTarget competition as this presented difficulties for small clubs.
	3. Helen asked if the committee had considered co-funding for the Club Support Fund. This would be addressed at the next meeting.

Meeting ended 8:46 pm.

Next meeting to be held online on 17th January 2023 at 8:36 pm.

Chairman\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix A**

1. **Save the Date!**

The 2023 Start Archery Week will be **6-14 May**

Please consider how the County can help contribute to this national celebration of our sport.  Perhaps co-ordinating when events in the County are taking place and pointing to each other’s events, more than one club working together, or a combined event e.g. with schools.  If you can, please avoid choosing to run tournaments on the dates of Start Archery Week so that volunteers can help with events.  This week continues to grow every year (nearly 9,000 people ‘had-a-go’ last year in the week) and organises receive lots of additional support from Archery GB, [merchandise portal](https://form.jotform.com/220472359594059) discounts to claim free giveaway items, winning more than 10 additional prizes as well!, All the feedback from last year is [here](https://youtu.be/Rmx8EiNKByI)

1. **Recognition Awards - What a night!**

Congratulations to the winners, and those shortlisted in the 2022 Recognition Awards.  It was a real privilege to be a part of ([watch back here](https://youtu.be/sCKIyqqZ5ck))

1. **Making the most of the members’ portal**

I regular speak with people who have not yet realised how much the members’ portal can do, so I am keen to highlight what might be useful to you.  Step one: please encourage ALL members to ensure they have logged into the profiles.  If struggling to log in, please email support@archeyrgb.org and simply write the word ‘Activate’.

* Members can check/amend their details, qualifications, licences, certificates, as well use the scores tracker, plus access training and support by entering courses, and book into competitions.
* Clubs, Counties and Regions can search courses and competitions, access training and support, check details in their areas, register ranges, access insurance documents, as well as run reports or set up new reports.

If you need assistance on logging in, anything membership-related, or in using the system, please ask our membership team on membership@archerygb.org

1. **Key club contacts!**

If you are the main contact for an organisation (club or county) you can register people in additional roles. Some roles have access to information attached, others do not.  For example, for clubs, please ensure your Chairperson and at least one Welfare (Safeguarding) Officer is listed.  Archery GB sees Safeguarding as a really critical area and is keen to offer support to Safeguarding Officers, so please do make sure we know who you are!

The person who is the main contact for the club can add people into roles by following these steps:

* Edit Profile
* Add Role or Welfare Officer or Club Chairperson
* Is the role for yourself- ‘No’
* Select the role they hold from the list
* Enter the person’s details (exactly as they appear on their members’ profile) and submit

If you are looking to add someone who is not yet a member, and therefore not on the members’ portal, please contact the membership team (membership@archerygb.org) and we can help you add.

1. **Future Club Support**

The last Midlands Development webinar was held on Monday 26 September and highlighted the **on***target* programme, with a very useful discussion about the programme towards the end with a mixture of people from **on***target* clubs and those not part of the programme.  Out of this meeting, a new ‘**on***target* club forum’ will be established, to support clubs, to draw together people leading on club development from **on***target* clubs, and share learning and experiences.

Watch out for more details of this soon if your club is part of the programme.  If your club is not part of **on***target* please [read this page](https://archerygb.org/clubs/ontarget-club-development) but if you would like to hear more, please do get in touch with me.

1. **Coach Training**

I recently sent around information to all clubs about how to access coach training, but if there are any queries you may have, please do get in touch as we know we need to support clubs recruit and sustain more coaches in the sport, in order to be able to respond to more and more people wishing to access the sport.  Please let your CCO know (Dave) if anyone would like to start a training course.   How many licensed coaches does your club have, what kind of range of coaches might your club need, and how can we support coaches more in their development? <https://archerygb.org/coaching>      Or maybe your club would like to rent out your venue to host a training day?  If so, please get in touch.

1. **Uni club webinar**

Support was available to all Uni clubs last week through a free webinar be run by the membership team- which was also recorded.  The recording will be shared soon through Archery GB’s You Tube <https://www.youtube.com/playlist?list=PLa9wq-N9TpkBNmravZwTUAod8ta2EhbRO>

1. **Club Development Support**[**www.sportenglandclubmatters.com**](http://www.sportenglandclubmatters.com)

Club Matters is Sport England’s support to clubs and offers comprehensive information and support on a wide range of issues, as well as e-modules, and recently added – a new ‘[Club Healthcheck Tool’](https://www.sportenglandclubmatters.com/tools/health-check-tool/)  Why not complete the healthcheck, then arrange a discussion with me about your club?

There are also Club Matters workshops – either in-person or online on a range of key topics relevant to club development and highly recommended.  There are many ‘open’ workshops for anyone from sports/activity organisations to sign up for:

| **Workshop topic** | **Date** | **Time** | **Link to book** |
| --- | --- | --- | --- |
| Planning for Your Future | Thursday 27th October  | 6.30-8.30pm | [Book here](https://www.sportenglandclubmatters.com/club-matters-workshops/marketing-strategy-workshops/) |
| An Introduction to Legal Structures | Monday 31st October | 7-9pm | [Book here](https://www.sportenglandclubmatters.com/club-matters-workshops/planning-for-your-future-workshops/) |
| Leadership Teams | Wednesday 2nd November | 6.30-8.30pm | [Book here](https://www.sportenglandclubmatters.com/club-matters-workshops/legal-structures-workshops/) |
| A Club for Everyone | Tuesday 8th November | 12.30-2.30pm | [Book here](https://www.sportenglandclubmatters.com/club-matters-workshops/leadership-teams/) |
| Building Back Stronger | Tuesday 15th November | 12.30-2.30pm | [Book here](https://www.sportenglandclubmatters.com/club-matters-workshops/a-club-for-everyone/) |
| Financial Sustainability | Wednesday 16th November | 6.30-8.30pm | [Book here](https://www.sportenglandclubmatters.com/club-matters-workshops/building-back-stronger/) |
| Volunteer Experience | Monday 21st November | 6.30-8.30pm | [Book here](https://www.sportenglandclubmatters.com/club-matters-workshops/financial-sustainability-workshops/) |
| Engaging Your Community | Wednesday 23rd November | 7-9pm | [Book here](https://www.sportenglandclubmatters.com/club-matters-workshops/volunteer-experience-workshops/) |
| Participant Experience  | Thursday 24th November | 10-12pm | [Book here](https://www.sportenglandclubmatters.com/club-matters-workshops/engaging-your-community-workshops/) |
| A Club for Everyone | Tuesday 29th November  | 7-9pm | [Book here](https://www.sportenglandclubmatters.com/club-matters-workshops/participant-experience/) |
| Planning for Your Future | Friday 2nd December  | 10-12pm | [Book here](https://www.sportenglandclubmatters.com/club-matters-workshops/a-club-for-everyone/) |
| Developing a Marketing Strategy | Wednesday 7th December | 6.30-8.30pm | [Book here](https://www.sportenglandclubmatters.com/club-matters-workshops/planning-for-your-future-workshops/) |
| An Introduction to Legal Structures | Monday 12th December  | 12-2pm | [Book here](https://www.sportenglandclubmatters.com/club-matters-workshops/marketing-strategy-workshops/) |

Why not take a closer look at all the workshops available? [search the topics here](https://www.sportenglandclubmatters.com/club-matters-workshops/?utm_source=sendinblue&utm_campaign=Education%20Monthly%20E-News%20-%20October&utm_medium=email)

1. **Club Management System (CMS)**

Please could clubs let me know if they would like support in switching across to the CMS to register all beginners’ courses, have-a-go events, taster sessions, Boost courses, etc.

1. **Working out if someone should do an Archery GB DBS check**

If you wish to work out if someone should take a DBS check, please refer to the Regulated Activity Flow diagram: <https://archerygb.org/files/Regulated-Activity-Flow-Chart.pdf>

1. **Safeguarding Training**

Because people fed back they were finding it hard booking a safeguarding course, Archery GB have put on a couple of UK Coaching Safeguarding training courses, which will be run by UK Coaching.

The second of the two courses is on 7 November and can be booked here:  <https://archerygb.org/coaching/find-a-course/39459>  but note there are not many places left.

After this course is full, please go directly to UK Coaching who have courses available from 31 October onwards:  <https://www.ukcoaching.org/courses/course-list/search?bookableonly=false&types=Online&pricefrom=0&priceto=0&distance=25&courseid=12288&order=soonest>