

Thanet Archery Club
Committee Meeting minutes.



Monday 25th April 2022 7pm at:

**Kairos Church,
15, Station Approach Rd,
Ramsgate.
CT11 7RN**

Jammie Dodgers supplied by Roy Holden
Fig rolls supplied by Fred Hammond

Thanks both. 😊

1/ Apologies – None.

2/ Present – Dick Bailey, Dave Batchelor, Mike Davis, Anne Fretwell, Fred Hammond, Roy Holden, James Plummer, Pete Verrall, Jim Whiddett

3/ Acceptance of minutes of previous meeting – Accepted.

4/ Officers Reports

a/ Secretary (including Correspondence)

- Getting plenty of enquiries about beginners coaching – forwarded to Dick.
- Advised Sonia Lawson that we won't need the electric hook-up at Quex, but reminded her of the need to check our placement layout at Quex in August either with a visit or them sending us a pdf.
- Received response from complainant regarding Jim's reply with a number of points made; forwarded to Jim & Mike; Mike proposed a face-face meeting with a couple committee members which has been sent to the club member, no response from complainant yet.
- Will send out reminder to those lapsed members who've not yet renewed membership, pending renewal update from James. Will set cut-off of end of May to update email lists.
- Re: [Action 5(b) 1/22] Archery for SLC pupils; no further response from SLC; suggest close this action. *Agreed - action closed.*
- Obtained spare set of keys from Tim Pilcher; Bob not at the field on Sat 23rd and forgot to give them to Linda; will drop off next Saturday (30th April)

b/ Treasurer – Acct. balance as of 25th April: - £11912.78 so funds are almost back to pre-Covid levels. Some still to come in and some to go out.

29 paid for beginners course

10 paid for coaching course

4 booked for clout

1 booked for Sylvia (Fred Hammond!) Mike reported that 15 people gave their names to Linda for the Sylvia last Saturday, so payment will be coming in from them in due course.

c/ Membership – 63 membership renewals incl. 7 honorary members, 12 associate members.

d/ Captains report – Bob has sent Jim info on the Tassel Award for the Clout, but he hasn't looked through it yet. Bob's also invited Jim to have a chat about the prep for the Clout and Jim is intending to do that before the next committee meeting so that if there's anything he'll want help with he can raise it then so that we all know what's going on. He would like to find a way getting people used to putting their pins in the target board at the start, so that the set-up and start runs a bit smoother. Also to try and speed things up so that we can finish a Western round by 2pm, which should be doable. i.e. if you have 4 archers on a target, they should be shooting 2 at a time (apart from archers who are wheelchair users).

e/ Coach's report – May beginners course fully booked with no drop-outs. July beginners' course has 11 booked, with more gradually booking. Coaching course places gradually filling up. DBS – Dick has been in contact with Kent Coast Volunteering, which is the body we would come under; we would have to complete registration as a club, for which there would be a £15 admin fee, after which it's £15/person. The enhanced DBS certificate is £55. We also need to have a designated Safeguarding person to check the signatories, i.e. you can't self-certificate (Jim does them for his work). PV also has a recently renewed (enhanced?) DBS certificate through his church (designated Safeguarding person – senior minister). Dick said that the verification role requires the designated person to do a course (online?) which tells you what checks have to be made, what documents are required, etc. Mike said that we as a committee need to decide what the terms for accepting other DBS certificates will be i.e. the validity period, what level (basic, enhanced, etc). Committee agreed we should accept other organisations enhanced DBS certificates for a period of 3yrs. James asked if there was anything in our insurance which specified any safeguarding standards; Mike said there wasn't, but our safeguarding policy is defined by Archery GB recommended practice. The major need is to adhere to that practice particularly with respect to coaching practices. PV suggested that it would be sensible for all those involved in coaching to be aware of rules on appropriate coaching practice as recommended by Archery GB. Perhaps that should form part of the guidance produced for the beginners' courses? Mike said we aren't going to be able to cover every eventuality, but we should at least ensure that there is someone who is DBS-checked on the field every Saturday. We potentially have 3, Pete V, Jim W & Bob Gawler who Mike thinks still has a valid Archery GB registered DBS certificate. **[Action 4(e) 4b/22]** To check that these 3 DBS certificates are all enhanced and what period they are valid for. To ensure that DBS-holders and coaching team are acquainted with Archery GB safeguarding practice.

f/ Records officer – Nothing to report, other than score sheets are gradually improving, so Dave B's laminated sheet seems to be helping.

g/ Junior rep – None.

h/ Equipment officer – None.

i/ CPO – Nothing to report.

5/ Matters Arising.

a/ Required HMRC changes to constitution approved at EGM on Sat 9th April, minutes of EGM sent to members; need to be signed off by 2 of the following (Club Chair, Treasurer or Club Secretary) and posted back to HMRC. *Signed off by Pete V & James P; James to post back to HMRC.*

b/ RSP draft lease agreement from RSP to discuss; RSP now made changes requested by club – any further queries? *James hasn't had a chance to read it fully, but Mike has and said that the changes RSP made to the contract in response to our request are exactly what we need, so unless something crops up upon closer reading, he doesn't see any further changes being required. When and if we get HMRC's approval of our CASC accreditation, we arrange with RSP for the membership to visit the field where we will hold the EGM vote and, in agreed by the membership, and arrange a date to sign the contract.*

c/ May Beginner's course – coaching guidance, equipment OK? *Mike did mention to Brian on Saturday that we need to ensure that we need to have 25 bows (not the black jelly bows) and 25 sets of arrows (metal not wooden) ready for the beginners' courses. Also to ensure that the knocks match the bow strings (with the aid of some dental floss!) Roy H to liaise with Brian and assist where required. Plenty of fletchings available. On help for the beginners' course, Mike suggested we should expect coaching helpers to have shot for at least a year. We should put out a call for help from members on the Saturday mornings. James needs to print out a load more membership application forms as they've all been used up. He only has the old template with the AGB references, so will need to send a template to Mike to update. Coaching guidance/checklist is completed.*

d/ Sylvia Hogben shoot – *we have some entries and expect some more from Sittingbourne & TADSAD. Catering – any volunteers to organise? Roy to ask Sharon. Fred to ask Trish, and Trish McCluskey. Nothing fancy needed. Need to check out the state of the gas barbecue at the field, how much gas left. Mike has charcoal barbecue if required. Fred has Bookers card for purchasing food.*

6/ Outstanding general action points.

[Action 4(d)i 2/22] - Jim to digitise all the paperwork and get rid of the stuff we don't need but keep the clout results. Progress? *See following Action 4(d)ii 2/22.*

[Action 4(d)ii 2/22] – Explore club info storage on Dropbox now it's web-based, having various sections of that set up for committee, treasurer, secretary, etc. Thoughts/progress? *Mike*

has a Dropbox account which can be cleared out of all the stuff that's currently on it, and we can start storing stuff on there. Mike to set up access for committee members. Jim had a further query regarding inter-club frostbite competition – subject to GDPR can we put names of trophy winners particularly non-club members on the website? Mike suggested we just put our own members' wins on there in the members section at first. Jim to send something to Alex for him to put on the web site.

[Action 4(d)i 4/22] – Checking field camber at proposed SLC site before the school seeds the field preferably with a stand/boss. Jim to message Hannah for a suitable time/day to go and check.

[Action 4(d)ii 4/22] – Club clothing; need supplier details. Trews are still in business; Roy to give contact details to Jim. All Mike has quotes for at the moment are polo shirts, sweatshirts & 'puffa'-style jackets. Mike suggested we should provide members with the information they need to order their own clothing (gilets, polo shirts, etc.) Pete has a polo shirt to show people at the field on Saturday.

[Action 4(e) 4a/22] – Dick's DBS renewal; independent renewal/or club acceptance of existing DBS for a specified period? See coach's report – club to accept 3rd party enhanced DBS certificates of club members for a specified period.

[Action 5(b) 1/22] – Continuing provision of archery for SLC pupils - PV has sent a reminder email to Samantha the school a nudge in case there has been a breakdown in comms during the changeover from Rodney to Samantha. PV has emailed Samantha Clark regarding options to allow pupils from the autumn 2021 lessons to continue to shoot with the club. Pete V chatted to Hannah about this at the field on 21st Feb, suggesting that using the 2 later Saturday morning activity slots would cover a frostbite shoot, but will still need Samantha to get back to us. No response received. **[Action closed.]**

[Action 5(d) 1/22] - To discuss over the next couple of committee meetings and bring specific club training proposals for the summer months. e.g. summer evening coaching/Q&A sessions, coaching training, equipment setup/repair training, etc. Discussed possibility of Trish Lovell coming to do a separate session for coaches, in particular those aspects which are common to all archery disciplines (i.e. stance, draw, etc). Mike asked Dick whether we might need to provide a list/guide to coaching team at beginners' courses including the specifics that need to be covered. Dick & Mike to discuss further and prepare prior to the May beginners' course. **[Action 6(a) 4a/22] [Ongoing.]**

[Action 5(d) 2/22] – Send in application for CASC accreditation – James P + Mike D & Pete V. Application sent in and response received. See Matters Arising a/. Amendments passed signed off by PV & JP. JP to post back to HMRC. James expects an approximate 3-wk turnaround as before. RSP are not pressuring us to sign quickly, but Mike explained there is some urgency as the contractor we have quoted to do the grounds work will only do it during the winter, and also on RSP's part as they obviously want us to sign the contract so they can avoid paying the full business rate on the building, which we will sign once we have a vote from members to proceed. Pete V queried whether we can offer genuine options re: Manston vs. SLC if no lease agreement can be forthcoming from SLC until July. Mike said that we have been asking for a draft lease from SLC for over 18 months or even longer, so we've been quite patient. If we have to put the RSP offer to the

vote without a corresponding option from SLC, so be it. [Action closed.]

[Action 5(f) 1/22] - Contact the organisers at Quex nearer the time to sort out these details, and to pay a visit to make sure it's suitable from a H&S POV. Sonia has asked Paula to get a site layout drawn up for our placement. **[Action ongoing]**

[Action 8(a) 1/22] Talk to the school about the possibility of widening the shooting line further across the field, (including the minimum 25yd gap between shooting lines) to accommodate TADSAD, school pupil lessons/shooting, beginners' courses, etc. If the school wanted us to accommodate their pupils on a Saturday morning they'd have to extend the shooting line to do that anyway. *As with SLC pupil lessons, nothing further from school.*
[Ongoing.]

[Action 8 (c) 1/22] Mike asked us all to have a look at the Canterbury Archers website (maintained by Alex Wellard) to see what changes we'd like to see on our own webpage. New TAC website now live – any further changes needed? *Mike said he's asked George Brearley to make sure the Facebook page is kept quite basic and used mainly to point to the web site for more detailed info.* **[Action closed]**

Actions on hold.

[Action 5(e) 2/22] – Tesco's community grant mentioned by Mike at previous meeting requires specific criteria to be met.

"Tesco Community Grants will fund local good causes whose focus is on supporting Children and Families and those groups that address food insecurity. Eligible applications with a focus on supporting children and families could be for example; a local school needing food for a children's breakfast club, a voluntary organisation working with families to run holiday clubs, a charity supporting young people with specialist advice to manage mental health, a brownie or scout group needing new tents or a youth sports club needing new equipment, a family advice centre wanting to recruit more volunteers, or a local friends of a park group wanting to develop a new toddler area."

Any application will need to be targeted at a specific project fitting within the grant criteria and would therefore need to be very carefully thought through and worded. Suggested setting a specific time aside for further discussion/ brainstorming at later meeting. PV forwarded email received to Mike; to agenda item for future meeting when we have more time to discuss.

Action 8(a) 11/19 – Trophies – Obtaining trophy cabinet to put the older trophies in.

8/ A.O.B.

- Dave Batchelor emailed us about the dress code, whether it needed updating now we're independent of AGB. *Mike said the only thing he picked up on was that the red trim on the collar no longer applies. As for AGB dress code, he suggested people can check the AGB web site for that. He asked if we still need to worry about the olive drab/*

'no blue denim' stuff anymore. General consensus was 'No', only to state that away shoots under AGB, NFS, BLBS rules may have their own rules and to check before attending, and to mention the club clothing which members may choose to purchase if they wish. Mike doesn't think it needs to be esp. wordy, just what is strictly necessary. Jim also suggested removing any unnecessary gender references to clothing, so as not to be unduly prescriptive for those who may be gender-variant.

Next meeting – 30th May 2022