



## Norfolk Archery Association

### Committee Meeting

6th June 2023 at 9:30

Inspire Training Suite & Online via Zoom

### Minutes

**Present: Committee Members:** David Hall (Chair), Derek Sizeland (Treasurer), Sarah Hubbard (Secretary, Team Manager), Sam Parker (Safeguarding), Max Roantree (Website and Social Media), Fraser Brown (Records), **Fakenham Bowmen:** Elaine Burbidge, Tony Bowern, **Kings Lynn Bowmen:** Melissa Reeve, **UEA:** Kieran Newell-Thomas. **Norfolk Bowmen:** John Watts, David Long. **AGB:** Lorraine Haymes.

**Meeting Opened:** 19:30

1. **Apologies:** Steve Bissenden, Andrew Cox.

2. **Minutes of the Previous Meeting**

The minutes from the meeting held on 27th March 2023 were approved, after 2 spelling changes.

3. **Action Points**

- a. Derek to check and liaise with clubs regarding outstanding fees. This will be covered below.
- b. Dave Long is to provide Sarah with all the digital county logo formats he has. All logo formats provided. **COMPLETED.**
- c. Max is to form a sub-committee to look into what we can do with the website and the options for hosting packages. After a discussion the committee agreed to set a preliminary budget of £300.00. Max to continue his work on this. **IN PROGRESS.**
- d. Max to send out the proposed Clout League documents to the NAA and to gather feedback. **COMPLETED.** More details to be provided in point 6.
- e. Max to send out an email regarding the vacancy of records Officer. **COMPLETED.**
- f. Sarah to check the insurance policy and get some clarification from Archery GB as to what qualifications or licences you need to be able to coach. **IN PROGRESS.** Sarah reported that due to the insurance from Howdens you can only coach to the level of your qualification. There are some further points to do with it Sam touches on that within point 8.

David Long informed the meeting that he had contacted AGB. Rob Potts and Anne Rook, confirmed that they are happy with experienced archers to coach and run beginners courses, within a club environment. You cannot get paid to coach but as a volunteer you are insured to do so.

#### 4. Treasurer's and Membership Report

##### Membership Numbers: 677

The income YTD £1646. all membership fees. outgoings YTD £3046. The adjusted figure is a £968 deficit for the YTD. Current figure in the bank is £8500.01, so we are not in a bad financial situation but we have spent more than we have had incoming. David Hall is now a signatory but needs to contact the bank to set up online access.

Membership breakdown is,

116, Juniors

47, Under 25

488, Seniors

12, Direct Members

14, University Members

There is currently £257.00 outstanding from clubs, mostly small amounts. Membership renewal is the 1st October.

#### 5. Records Officer

An email was put out to the membership regarding the records officer vacancy on the committee. Fraser from CONA put himself forward for the position. As no one else expressed interest Fraser was confirmed in the position. David will get Hayden to get in touch with Fraser regarding the email account and passing it on to him.

#### 6. Clout League

Max put out the information and there have been some positive responses so far. The league now needs to set up, Max will put the information on the website once formalised. Max plans to have it up and running by next week.

Q. Is this a team or individual?

A. This can be entered individually but was mainly intended to be between clubs.

Q. Imperial or Metric.

A. Metric as it gives people more chances to get scores.

**Action Points:** Max to communicate with Fakenham and finalise the details, and then put online and inform the membership.

#### 7. County Outdoors 2023

Fakenham offered their venue to host the outdoors. They have decided on the St George, Albion, Windsor rounds. The date will be confirmed later in the month as they are still planning but they intend for it to be in September. Sarah asked that if possible it not clash with the National Inter-counties, on the 23rd & 24th September 2023.

## 8. Safeguarding Training

Sam made a presentation on 'Closing the Loophole'. She highlighted that clubs need to make sure they have the appropriate training and vetting for required officers. The Safeguarding/welfare officers within clubs need to have additional training.

Sam provided details of the training needed for coaches and for the Safeguarding/welfare officers. The links are on the NAA website for the training details. There are still several clubs that have not yet completed all required courses.

**Q.** Are there any limits as to the amount of contact that you have with children before needing to do safeguarding training.

**A.** There are no minimum limits before having to complete the training.

**Q.** Where do you stop within a club as to who has to have training and who doesn't, e.g. committee members.

**A.** Chairperson and Safeguarding officer, Coaches and those leading coaching courses at clubs are the people who have to complete the training. So not all archers have to have this training.

**Action Point:** Sam will be collating the information of the clubs and their current situation and will be sending communications to the club Secretaries to cascade information to the Chairs and safeguarding officers, about what needs to be done.

**Action Point:** Max will send the PDF of the presentation to the club mailing list, which goes to the club Secretaries.

## 9. AOB

- a. David Long asked if the minutes would be out in a more timely manner. Sarah informed the meeting she would have them out within a couple of weeks.
- b. National Inter-counties. Sarah asked if the county would agree to send some teams to the national Inter Counties again in September 2023. She also highlighted the need to set a maximum expenses per person. There was a conversation around people that might not be able to afford to go. Sarah proposed that scores be submitted via an online form. Independent scores with proof of scoresheet or results being provided if asked, three scores from the last 12 months will be accepted.

The committee agreed to spending no more than £2000 total. This will then be split depending on the amount of teams that we are sending. This figure will cover the entry fees, clothing and then the remaining can be used on archers travel/accommodation. It was agreed that we will initially enter the same teams as last year, Gents Recurve, Gents Compound, Gents Barebow and Ladies Barebow. Additional entries can then be made subject to score submissions.

**Action Point:** Sarah to liaise with Derek regarding entering minimum 4 teams upon the opening of the competition.

- c. Archers benevolent fund to be brought up at this AGM.

Date and location of the next meeting: 15th August 2023 at 19:30,

The meeting closed at 21:39

This is a true record of proceedings.

Signed: DHall

Name: David Hall

Date: 3rd October 2023