

# Cambridge University Bowmen Committee Meeting

2020-2021 Committee, Meeting 4

Minuted by Vicki Hodgson

*Thurs 27<sup>th</sup> August 2020*

## Attendees

- Robert Spencer (RS)
- Liam Pattinson (LP)
- Lukas Činčikas (LC)
- Yuhang Xie (YX)
- Alexander Kent (AK)
- Vicki Hodgson (VH)
- Sam Kitson-Platt (SK)
- Abi Pearce (AP)

## Summary of action points

Note: these action points are exclusive of those covered in individual Officers' reports.

- VH to update outdoor safety form.
- RS/LC to organise application for AGB grant.
- VH to review/update data protection documentation.
- RS to organise signups for Virtual Freshers' Fair stall.
- VH/AP to manage/personalise VFF stall.

*Meeting started: 20:02 BST*

## Previous minutes & action points

The previous minutes were proposed by AP and seconded by AK.  
Outstanding action point: VH to update outdoor safety form.

## Return to indoor shooting

- Unfortunately, have a go sessions will not be feasible for Michaelmas 2020.
- Proposed weekly timetable (provided EWR is open) is as 2019-20, with following changes:
  - Additional Wednesday morning session, ideally to be used for senior squad practice

- Tuesday Elizabeth Way range session to be extended and split in two, for socially distanced novice squad training
- Beginners' course:
  - Occurring during Sunday slots as usual
  - Split into two 1hr 15min sessions, with increased time allotted for set up/take down
  - There will be capacity for 28 beginners, which is a large decrease from previous years
  - Interested students can express interest via email, and if oversubscribed, a pseudorandom ballot will occur (but also see novice squad selection below)
  - RS proposes that selection criteria for 2020-21 allow for prioritisation of non-final year students, to mitigate likely difficulties with retaining experienced members going forward
  - Proposal from LC that fees be increased (see Budget section below)
  - Additional equipment to be purchased: in addition to the hire-purchase scheme, the club is likely to need additional bowstrings and archery PPE, as these are difficult/impossible to sanitise
  - 8 coaches needed: AP to organise
  - YX raised a question about a possible Lent term beginners' course; this has not proved successful in previous years, but an Easter/outdoor beginners' course is a possibility that might be explored this year (see Budget section below for detail)
- Sports Hall range layout:
  - To increase slots available at Sports Centre sessions, RS/LC/VH propose that 14 2m x 0.8m clear screens are bought for the shooting and target lines; this will allow the club to reduce to 2m distancing on the shooting line according to AGB guidelines
  - For the beginners' course, the placement of the screens will be offset slightly to allow for coaches to access the shooting line
  - LP and AK raised the question of storage; the screens should roll up and be easily stored above or below the bosses
  - RS proposes 7 or 8 bosses (current proposal: 7 for beginner sessions, 8 for Friday sessions)
  - According to AGB guidelines, there will be alternating arrow collection between odd/even bosses
- Novice squad:
  - Reduced from 12 to 10 members
  - RS proposes that Friday 9th October session is used for novice selection, with students expressing interest via email in advance

- To boost interest, RS also proposes that anyone who comes to novice selection but does not make the squad is guaranteed a place on the beginners' course
- Novice training to run on Tuesday evenings across two back to back sessions during an extended EWR slot, and split across Wednesday morning/Friday evening Sports Hall sessions
- Elizabeth Way Range:
  - RS has had some promising correspondence with CSA about the use of the EWR, including access allowed for equipment purposes and opening discussion about extending our Tuesday slot for the novices
  - If EWR is not open, proposal is that novice training moves to Friday evening Sports Hall sessions, with experienced archers moving to Wednesday morning Sports Hall sessions

## Budget

- RS discussed the committee's intention to apply for the AGB grant (£500, supplemented by £150 from CAA). The club will be required to put some of its own money towards whatever we purchase with these grants, so the proposal is that the funds be put towards beginner bows or clear screens.
- LC updated the committee on the budget, which despite conservative efforts to limit spending, includes a deficit of around £2000 for this academic year. Although this is manageable due to the club's reserves, LC warned that there is likely to be a knock-on effect to the budget for several years, particularly due to reduced retention of members following reduced intake of new archers in 2020-21.
- Significant differences from previous years' budgets:
  - Income: heavily reduced income from beginners' course (approx 50%), no income from have a go sessions; additional grant from Sports Centre is largely used on the additional Wednesday Sports Hall session
  - Increased expenditure: beginners' bows (particularly strings and archery PPE), clear screens; there is also a small budget allocated to social media advertising
  - Silver lining: expected costs for travel and competition fees are vastly reduced compared to previous years; so far, although BUCS have released their provisional dates, the committee is expecting the vast majority of competitions to be e-leagues, and any in-person competitions will likely be reduced capacity (with the club therefore sending fewer archers)
- Note following a query from LP: estimate experienced/alumni membership fee income is based on a conservative estimate of approx. 20 returning members and approx. 5 alumni members.
- Note following a concern raised about travel to competitions: additional thought is likely to be required, since hire cars will not be appropriate for social distancing, but public transport may be reduced and will not take members directly to competition venues.

- LC highlighted that the equipment budget in particular is subject to change, as any money made from the bow hire-purchase scheme would be directed to equipment.
- Suggestions to mitigate deficit:
  - Increase beginners' course fees to £80
  - Easter term postgraduate-focused beginners' course
  - Cancellation of BUTTS leg Sports Hall reservation

## Reports from Committee Officers

The following constitutes work to be completed within each portfolio before the start of the new academic year.

### Treasurer's Report: LC

- Collection of outdoor fees: follow up on email sent earlier today.
- Devise appropriate system for handling beginners' course fees, as cash is not likely to be suitable.
- Finalise changeover of signatories on the club account.

### Secretary's Report: VH

- Complete the club's registration with the Sports Centre (working with RS).
- Renew the club with Archery GB.
- Re-register continuing members; ideally beginning on the 1st of September, to be completed by the end of the month.
- Review/update club documentation, including creating a new combined membership and safety form to be used by experienced/novice/beginner members alike.
- Investigate and test third party sites for online form submission, and liaise with LC about the potential cost of this.
- Prepare for beginners' course admin, including a comprehensive system for registration.
- Ongoing admin for outdoor shooting, such as collecting safety forms.

### Safety Officer's Report: VH

- Ongoing reviews to risk assessments.
- Creation or updating of risk assessments for indoor locations such as EWR with regard to Covid-related hazards.
- Close management of safety form collection to ensure no archers are shooting without a completed submitted form.

## Equipment Officers' Report: LP/AK

- Inventory
  - LP believes that last year's inventory may no longer be up to date
  - Access to EWR, Sports Hall and Churchill sheds needed to assess all equipment
  - LP with possible assistance intends to visit all locations to complete an up to date inventory
  - Note: CSA have expressed a preference that we use the EWR during our regular booked slots, but this may not be entirely feasible given the amount of equipment stored there
- Purchases
  - There will likely be a need to purchase more bowstrings and archery PPE
  - LP proposed a trip to Clickers, as talking directly with staff is likely to be far easier for making purchases
  - LP hopes to buy/replace some novice equipment, but this will depend on the budget and may (unfortunately) need to wait for future years
  - LP proposes to swap out beginner arrow rests to Hoyt super rests; there was some concern that they might wear out quickly from use, but overall this may save money as the current rests do tend to strip fletchings off the arrows
- Servicing/repairs
  - A large proportion of the arrow sets have missing arrows or arrows that need new fletches/nocks, including several legacy sets that could be stripped back to bare shaft and reutilised
  - LP proposes - backed up by some captainly raised eyebrows - that the committee take part in a fletching picnic; Churchill are unlikely to be happy with a large group gathering for several hours, so an alternative public location should be found
  - A concern was raised about the volume of equipment that needs to be transported between locations to achieve this; SK volunteered to help with driving if the timing is appropriate, and AK suggested that members temporarily loan their arrow tubes
- Relocation & disposal of equipment
  - LP proposes to permanently relocate one of the damage bosses from Churchill to the Sports Hall, and dispose of the layered foam boss; although this will reduce the number of bosses by one, this is likely to be offset by the large damage purchase last year, and will vastly improve the storage situation in the Churchill sheds
  - There is some old equipment that should be permanently retired, likely in all three storage locations, and disposed of to avoid it taking up unnecessary space

- Disposal of layered foam boss: AP/SK proposed that it be offered to alumni members before being unceremoniously chucked, AK suggested that it might be possible to take the boss apart and make use of the foam, even if not for archery purposes
- Bow loans
  - AK believes there are two outstanding bow loans to be reclaimed, with both students intending to return them at the beginning of term
  - Bow loan equipment needs reviewing and preparing ahead of the new term
  - LP hopes to be able to loan metal bows where possible, in order to give members value for money on their loan
  - Query raised as to whether bow loans are likely to increase for casual Friday archers, given the rules surrounding equipment sharing; members may need their own archery PPE and string, as these are hard to sanitise, but it may be feasible for archers to borrow limbs/risers and sanitise items between sessions

### **Novice Officer's Report: AP**

- Publicising beginners' course and novice squad.
- Edits and updates to the beginners' booklet and coaching documentation, to include more off the line and distanced coaching, and Covid guidance for beginners.
- Recruitment of coaches.

### **T&R Officer's Report: LP**

- Plan for e-leagues: ensure that the club is signed up for e-leagues that we could/should take part in, research and lay out a schedule for upcoming e-leagues and their deadlines.
- Plan for target days: ensure that an adequate number of Portsmouth scores will be recorded for the e-leagues. It's likely that Wednesday morning Sports Hall sessions will be used for target days.
- Promote (or make plans to promote) archr.net within the club.

### **Publicity Officer's Report: AP**

- Increase publicity on old beginner/novice social media pages/groups to encourage retention.
- Mount a sponsorship drive.
- Create and boost social media adverts.

## **Social Secretary's Report: YX**

- Determine (if this is humanly possible) whether formals will be happening at the university in the coming term.
- If not, determine whether the club can find sit-in restaurant alternatives.
- Keep up with govt regulations regarding social engagements.
- Prepare for online club socials, such as pub quizzes, in particular those that will engage beginners/new club members.
- Begin to prepare (again, if this is humanly possible) for Annual Dinner.

## **Alumni Liaison Officer's Report: SK**

- Finalise the newsletter for alumni (in conjunction with AP), touch base on this with the Sports Centre, and send it out to alumni.
- Liaise with VH and CUA regarding enquiries about joining as alumni members.

## **Womens' Officer's Report: VH**

- Work with AP on recruitment: promoting equality in novice/beginner selection, and ensuring that female club members are represented in publicity materials.
- Chest contact coaching: liaise with AP on how the club might better coach this specific concern, and liaise with LP/AK on the purchase of sufficient chest guards.

## **Webmaster's Report: LP**

- Continue updating the website for 2020.
- Update documentation with the new 2020 content.
- Tweak beginners' information to ensure minimal confusion over the term "CRSid".
- Fix the iOS glitch.
- Look into/begin creating a site-integrated session booking request form.

## **Captain's Report: RS**

- Generally assisting committee on the above and picking up the slack wherever needed.
- Finish club registration (working with VH).
- Complete end of year.
- Review risk assessments, to ensure a minimum of two committee members have been involved in putting them together.

- Assist in moving equipment between locations, e.g. by driving a van as with the Churchill to Wilberforce venture.
- Work with AP on beginners' documentation and course content.
- Complete the process of locating and collecting all keys to the EWR and Churchill sheds.
- Draw up indoor documentation.
- "Welcome back" correspondence with club members.

## Virtual Fairs

- The club's promo video is complete, and has been sent to the Sports Centre and CambridgeSU for the sports/freshers fairs.
- The club is registered for a Virtual Freshers' Fair stall, and has an SRCF branded "timeout" video chat for the live Q&A, which is linked to our stall. Currently, VH has the login for this stall, and upon the last visit to the site, SRCF had yet to open the "Manage" feature.
- This live stall will require staffing. Ideally, everyone will help out with this, and in particular we hope to see female committee members (or perhaps additional female club members, as this is a heavy expectation for two female committee members) to ensure representation. Members should wear stash when staffing the stall.

## AOB

- **Data protection documentation:** VH to review, with a view to making it compatible with the Alumni Giving venture.
- **EGM on name change:**
  - Current state of play: group of 10 is being raised to call the EGM; no name has yet been chosen for the proposal
  - Club member(s) are keen to call the EGM before the end of the academic year, to reduce the risk of memberships ending before voting occurs
  - Proposal for name change likely to include a 6 month deadline or grace period, meaning that the committee can make the change over the Christmas holidays
  - The committee should use the EGM as an opportunity to clarify/bind committees to holding EGMs within a reasonable time frame after they are called

*Meeting concluded: 21:44 BST*