

THE GRAND NATIONAL ARCHERY SOCIETY

MINUTES OF THE OPERATIONS COMMITTEE MEETING

Held on Saturday 6th April 2002
At Lilleshall National Sports Centre

PRESENT:

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| Mr Mike Shepherd | Director of Operations |
| Mr Derrick Lovell | Chairman of Field Sub Committee |
| Mr Peter Morris | Chairman of Judges Sub Committee |
| Mrs Pam Tonkin | Chairman of Target Sub Committee |
| Mr Mark Davis | Chairman of Junior Sub Committee |
| Mr Ray Fields | Representing Chairman of Disabled Sub Committee |
| Mr Peter Pendrey | Chairman of Coaching Sub Committee |

ALSO IN ATTENDANCE:

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|--------------------|-------------------------------------|
| Mr Alf Davies | President |
| Mr Dave Sherratt | Chief Executive |
| Barry Eley | Performance Director |
| Mr Eric Jackson | Director of Development & Marketing |
| Mr Dennis Whiteman | Board of Directors Chairman |
| Mrs Lynne Evans | Director of Finance |
| Mrs Ann Shepherd | Minute Taker |

1. **APOLOGIES FOR ABSENCE:** Ann Webb.
2. **MINUTES OF THE PREVIOUS MEETING, ACCURACY.**
 - a. The minutes were signed as a true record by the Director of Operations, Mike Shepherd.
3. **MATTERS ARISING.**
 - a. Much email correspondence was involved between the January and April meetings to resolve the problems of the Target Archery Ranking Lists. **It was agreed that the following would now apply:**
 - p **The Ranking Lists for Recurve and Compound, Ladies and Gents will each be known as “The GNAS Target Archery Ranking List”.**
 - p **All archers satisfying the criteria will be included. Complete lists will be available although the GNAS may use its discretion as to the number of positions that are published from the Ranking Lists.**
 - p **The following statement regarding personal eligibility will be added to the criteria that is required:**
To be eligible for inclusion in “The GNAS Target Archery Ranking List” an archer must be a GNAS member and this list will not exclude foreign nationals who are members of GNAS.
The GNAS reserve the right to extract information from “The GNAS Target Archery Ranking List” to be used for the purpose of producing a “UK National Target Archery Ranking List” which will exclude archers who are foreign nationals. The “UK National Target Archery Ranking List” will be used for Squad and UK Team selection and may be supplied to relevant outside bodies for the purposes of grant applications and the monitoring of performance of UK Archers.

4. REPORT FROM THE DIRECTOR OF OPERATIONS.

- a. Mike made a point of thanking everyone for their work over the past year especially Barry Eley and Ann Webb for their efforts with UK Sport and Pam Tonkin for the time she has spent on the Rules of Shooting re-write. Everyone was congratulated for making the Committee work well as a good working team was now in evidence.

5. REPORTS FROM SUB -COMMITTEES.

a. Chairman of Field Sub-Committee: Derrick Lovell.

- i. Two successful Field Squad sessions have been run since the last Operations meeting, one at Lilleshall and a slope training weekend at Pentref. The latter was also attended by top field archers who are not currently on the Squad, and by some developing field archers.
- ii. The season is now underway with one or two shoots having already taken place. A new standard score card has been developed and this is now available for organisers to download from the GNAS Field website or is available in Excel format.
- iii. **The new classification scores for Barebow seem to have been accepted by the membership as no response has been received. These will now become operative from 1st January 2003.**
- iv. Entry forms for the World Field Championships in Canberra, Australia have now been received and Team Manager Helen Kelly has started on the appropriate paperwork. She is also dealing with the partially funded Squad trip to the Netherlands.
- v. An issue raised at the November Field Meeting regarding other societies (NFAS, EFAA etc) shooting with us is still under review by the Chief Executive. It was noted that this should now be seriously considered as FITA are trying to work with the IBO and the IFAA. Our problem is not just one of insurance, a change would be required to the Laws to allow this situation to progress. The Society is now using a new insurance broker and David is shortly to meet with them and will raise this subject. It was pointed out that if the insurance details could be arranged then the information regarding the Law change should be put to the Board as soon as possible to avoid any delays at that level.

b. Chairman of Target Committee: Pam Tonkin.

- i. From quotes received from various printers it was decided to use Readwell Press. The new Rules of Shooting are now available and will be priced at £8.00 per copy. No decision has yet been made about putting the Rules onto the GNAS Web site. It was thought that it would be preferable to put them on the web only if they were not downloadable. It was also suggested that they could be made available for sale on CD. These suggestions will be looked into after the Rules have been available in hard copy for a couple of months.
- ii. The Record Status booklet is also being produced by Readwell Press.
- iii. Pam reported that she had been involved, albeit in a low key role, with the National Indoor Championships. As several problems had arisen and Pam had been present at the event she felt the need to make a full report, this had been circulated to the Committee members. It had also become apparent that the Society must sort out all of its National tournaments in the very near future.
- iv. Entry forms for the UK Masters have been distributed by the Office to all GMB and MB archers. In addition, as agreed at the October meeting, all the disabled and junior archers who represented the UK in 2001 have been invited along with Kirsten Lewis, a GNAS member who shoots for South Africa. All GMB and MB archers are also sent a claim form for these awards in 2002. Discussions are taking place with Dr David Hutchinson regarding the wording of the Drugs Policy. For this year the current forms will be used but for the future new forms will be produced with more concise wording.
- v. The cost of medals for the National tournaments is again of concern. Pam, and Karen at the Office, are both obtaining quotes. They are also looking into the costs of the various pieces of glassware stocked by the Office for tournament and shop use.
- vi. Advance booking forms for the Indoor and Outdoor selection shoots have been submitted for 25/26th January 2003 and 24/25th May 2003 respectively. Booking forms have also been submitted for the UK Masters on 7/8th June 2003 and the GNAM on 25-27th June 2003.

c. Chairman of Junior Sub-Committee: Mark Davis.

- i. The November Challenge results have been issued and the trophies sent out. A record entry of over 300 archers took part last year. The JAWS scheme also had another successful year. The July Nationals event has been restructured with separate sections for compound and recurve archers. The British Schools Indoor Championships attracted an entry of 200 archers and the AAS

badge scheme has had another record year. Minor changes to help longbow and compound archers are being implemented from April 1st.

- ii. The Chairman met with the Junior Squad staff and a new process for squad selection has been put in place and published in AUK. General reaction has been favourable. Forms for the selection process and for the new ranking scheme are currently being circulated for consultation amongst the squad and junior committee.
- iii. There is no success to be reported in the generation of sponsorship for the Junior Squads. The SAF grant payment process for 2001 was completed late due to staff shortages at their London offices. The list of submissions for 2002 was sent in on time and we await their decisions.
- iv. The Junior Committee now need to have the previously agreed changes to Junior rounds etc implemented as of 1st April 2003 with the requisite entries in Archery UK.
- v. Nick Beeson has been co-opted to the Junior Committee to run the JAWS Award Scheme.
- vi. Child Protection Officer. It was reported that Karen Moore from the Office will be taking on this role.
Members were reminded that the Junior Guidelines are now mandatory. Reminders are required as some clubs think they have the choice not to use them. I was felt that the title including the word "guidelines" was not "official" enough and it was agreed that the title of the document will be changed to "Junior Regulations".
- vii. Entries for the Junior Championships at Skelmersdale were reported to be very low at this stage. Mark pointed out that the Queen's Jubilee holiday had meant a change in exam dates and this could cause a clash of dates.

d. Chairman of Coaching Sub-Committee: Peter Pendrey.

- i. A new set of regulations and guidelines for Leaders has been produced. Section 1, Regulations, must be adhered to and are planned to be in operation by July, while Section 2, Guidelines, are there to help. Section 3 refers to budget, if accepted will be in operation within 12 months.
The Leaders Award will become a self funding exercise and monitoring of the scheme will take place on a regional basis. Now that the Assistant Coach level is up and running there is no need for any GNAS member to take the Leaders award unless they want to make money and use it on a commercial basis.
- ii. Peter made the point that committees should be careful when instigating new procedures such as the 7 point plan on child protection from the Junior Committee, on the effects they can have on other committees. Although Child Protection is not a subject we can ignore it has had serious implications for coaching and NCF courses on Child Protection have now been built into the Coaching budget. Possible coaching problems with Child Protection involve how to introduce it and how to enforce it. It was thought that a separate module of the coach course would be required but if this becomes the case would people be able to refuse to take it if they didn't want to coach juniors? This was discussed and it was felt that the same might apply to coaching the disabled. In both cases it was suggested that these modules may be classed as add-on's to the basic course and by taking them the coach would then have a definite qualification to teach these particular groups.
Eric Jackson said that the importance of having a policy in place should not be underestimated. Even if everything is not fully sorted it will be understood that we are working towards it.
- iii. The modular coaching system is running to schedule and is in line with the Strategic Development Plan.

e. Chairman of Disabled Coaching Committee: Representative, Ray Fields.

- i. Ray explained that Ann Webb's absence was due to her having to attend an emergency meeting of IPC Archery following the resignation of the organisation's chairman.
- ii. A very successful Development Group weekend has been held. This also involved compound archers and was very well received. A warm weather training trip to Cyprus was held which, although the weather didn't live up to the trip's title, was a good event as facilities etc in that country could be checked out.
- iii. Bary Eley asked if Ann had submitted a budget and was told that this had been done by David Hilton for International events. Bary confirmed that this had been received.

f. Chairman of Judges Sub-Committee: Peter Morris.

- i. The Judge's Registrar is now in place and although Peter reported that a full list of judges was now available both Pam and Derrick queried the accuracy of the information it contained. Peter said he would pass on their comments especially as he wanted the information to be available to as wide an audience as possible.

- ii. There is a problem with the date announced for the 2002 Judges Conference as Peter may now be away in Australia at that time. The suggestion has been made to move the conference to Feb 2003 and this will be looked at as an alternative. Care will need to be taken not to clash with squad dates. Assessments will not be affected and will carry on as necessary.
- iii. Problems are still occurring with Judges saying they will do certain tournaments and then declining at the last minute.
- iv. Derrick asked if everyone had returned their renewal forms. Peter reported that of the three outstanding from last year, two have been sorted out but one is still outstanding. Of the five due for renewal this year, two have already been returned. Derrick was adamant that we should be seen to abide by the rules that have been set up.

g. Performance Director: Barry Eley.

- i. Barry's report confirmed that our plans for the WCPP have been accepted and that we have been given an award to run from 31st March 2002 to 31st March 2003. The award is for £60,000 to be split 60/40 in favour of the Paralympians for GNAS run training and international events. A further £35,000 has been allocated for the hybrid position of a Performance Head Coach (PHC), with a further £25,000 for sports scientists working with the team.
The PHC is a mixture of the Performance Director's jobs and all of the head Coach's jobs and the position is currently being advertised by UK Sport, FITA and EMAU. Interviews should take place around the end of May with the PHC being in place some time in June/July. The total monies that UK Sport will be putting into archery over the next three years is somewhere in the region of £750,000. Additional to this the Potential and Start Plans have been received by Sport England and a meeting has been set up with our facilitator.
- ii. The senior Target Team recently attended the European Indoor Championships and returned with seven bronze medals. These were won by the Recurve Mens Team, consisting of Michael Peart, Neil Bridgewater and Roy Nash, the Ladies Compound Team consisting of Nichola Simpson, Linda Garner and Sheila Harris and Nichola Simpson in the Ladies Compound Individual. This was an all self funding trip and the paperwork designed for this purpose worked well.
- iii. The British Olympic Committee requires our nominations for Olympic and Paralympic team managers by September. There are usually two spaces for officials but it has been hinted that places may be severely cut for Athens. Having said that there are likely to be two places available for seminars before the event to which we should be able to send the Head Coach and Team Manager. Barry reported that there is a general shortage of management personnel for the Senior Target Team and it was agreed that an advert should be placed in Archery UK, as had been done by the Disabled Committee, to generate interest.

Ann Shepherd to action.

6. BUDGETS – LYNNE EVANS, DIRECTOR OF FINANCE.

Lynne reported that, in response to her request for budgets to be in around May, she was delighted that information has been coming in. She said she was especially impressed with the Coaching submission that was not only very well produced but fitted well with the Strategic Development Plan. All Chairmen were to have one to one discussions with Lynne and David during the day and those who had not yet submitted their budgets were told that help and advice would be available to them. Budgets will be put before the Board at their meeting on 6th July. When asked about the timing of the budget submissions those present agreed that it was better to have a set date to work to and that doing the job over the winter season was preferable. Pete Pendrey did say that it was a bit of a struggle to fit in the Regional Coaching bids for his Committee but this was something they could manage to overcome.

Lynne had prepared paperwork for each Chairman to aid with the preparation of budgets and the discussions with each budget holder. She said she felt that the Society is moving forward with this and that everything is working so much better than before.

Privileges and allowances, for items like phone bills, one off equipment costs etc, were subjects raised by Lynne. Rather than Lynne's committee putting forward items that might be considered she asked for ideas to be put to them. She also said that funding should not come from committee budgets but that a volunteer support fund could be set up. She was looking at realistic support for officers, to encourage and retain our volunteers. Feedback and thoughts are required.

Lynne asked if there were any specific points that anyone wished to raise, to which Derrick mentioned the funding of National Tournaments. It was generally felt that there is a need for guidelines for future organisers so that they will know exactly what would be involved if they took on the task. It is part of the Strategic Development Plan that we review the national tournaments and it is something that will be addressed. It falls within the Operations Committee's remit to look at this, including how they are funded etc. Some discussion followed concerning the availability, or lack of particularly in the case of Juniors, accounts from previous events.

Mark Davis wanted to discuss the proposal to raise the Society's membership fees. When asked if he was particularly concerned about the rise in the fees relating to Juniors he said he was more unhappy about the fact that he had not been consulted. Lynne said she was not aware that any arrangements with her predecessors had included consultation with other committees or individual associations. It was mentioned that, in the past, proposals would have been taken to National Council and discussed by chairmen there where they would have had the opportunity to agree or not. The Board now performs that function and the current proposals were discussed at that level.

7. STRATEGIC DEVELOPMENT PLAN.

- i. Version 4 is now live and is accessible on the web. The only change since the last meeting has been a minor one to Coaching. Eric Jackson mentioned that constructive criticism is welcome, it is understood that the Plan may not be to everyone's satisfaction but you have to start somewhere.
- ii. Eric reported that if money becomes available from outside sources then whatever is in the Plan that requires this will go ahead. Where money is not forthcoming, other methods of funding will need to be looked at.
- iii. Pete Pendrey mentioned regional coaching grants and that, next year, each region will need to put in their own budget which complies with the Plan.
- iv. Mark Davis asked if, when new versions of the Plan were produced, hard copies could be made available.
- v. Fourteen Focus Clubs were due to meet with Eric on the following day at Lilleshall.
- vi. Mark suggested a list of up to date documents be made available. He suggested it was something the Office could keep on top of. Alf Davies cautioned against loading more work onto the Office staff as they would find it difficult to keep fitting in extra tasks. Ann Shepherd suggested that she could place a list, of the documents that are available, in Archery UK with their relevant dates. However, it would be up to those who produce the documents to supply her with the correct information.

8. ELECTION OF CHAIRMEN AND THEIR SUB -COMMITTEES.

- i. Pete Pendrey made the point about encouraging people to return their voting forms. He was concerned that, if there was only one candidate, people may see no reason to return the forms if they wanted to vote yes. There is a possibility that this could result in a small number of no votes actually becoming the majority. His point was taken and Mike and Alf will take this to the next Board meeting.
- ii. The following people were successfully elected as members of the various sub-committees:

Mike Shepherd & Alf Davies to action.

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| Disabled | Harry Heeley |
| Field | Dave Squires |
| Junior | Martin Gibbs |
| Judges | Andy Pointon |
| Target | Dave Harrison |

No elections were made for the Coaching Sub-Committee as it was reported that they are reviewing their committee setup. A question was raised as to why Neil Dimmock's name failed to appear on the list of nominations for Target as one representative knew it had been forwarded by his County Association. The explanation was that it had not subsequently been forwarded by the Regional Society.

9. TEAM CLOTHING.

- i. A report had been circulated by Ann Shepherd, GB Team Uniform Co-ordinator. Barry Eley had also expressed his views on the subject in part of his report to the meeting. Ann's report spelled out the situation regarding the supply of the uniform including the fact that the current system is working very well. Barry's point in raising the subject was to prepare the way for a change of design as the present one is now several years old and is looking very dated. It was thought that a new design could be introduced and phased in over 2003 and 2004. Ann pointed out that this would involve some archers purchasing a tracksuit and then needing another one in the following year. Barry said he realised this but felt that the majority would be more than happy to pay for something which they would feel happier wearing. Barry also suggested that GNAS should run a competition for under 18's (this to be confirmed) to design the new tracksuit. This will be publicised through Archery UK and the judging panel will include the 4 Team Managers and the Editor. Prizes for the winning design could include the first one of the new tracksuit (minus the GB Team insignia).

Ann Shepherd to action.

- ii. Barry also took this opportunity to ask if anything was being done to progress the idea of Club colours. Pam replied that this is still being looked at. Some discussion followed which indicated that most of those present would favour the change. It was pointed out that some county associations have already adopted a system of club colours in their area.

10. NATIONAL TOURNAMENTS.

- i. The position of a National Tournament Organiser was discussed in general terms. It has, on several occasions, been mentioned that the Target Committee cannot continue to perform this role and that it should be classed as a separate job. The main problem at present is finding someone to take on the role. Unlike the National Field shoots there are no organiser's files or trophy books for the target shoots at present. The list of National Target shoots would also include the two National Junior shoots.

It was agreed that initial talks will take place between The Director of Operations, the Director of Marketing and Development and the Chairmen of the Target and Junior sub-committees. Law 12b will also be discussed in relation to the National Tournaments although it was thought that no change would now be necessary.

- ii. Pam pointed out that a decision had to be made with regard to the 2003 National Indoor Championships. She relayed to the committee the prices that had been quoted for various venues, most of which were out of the question. Mark Davis asked if the Head to Head was a necessity, Barry replied that it was. It was also considered that a smaller venue with more than one session could accommodate as many as this year's event. **It was finally agreed to use Wenlock Hall at Lilleshall for the National Indoor Championships and Pam would book either the second or third weekend in March 2003, dependant on dates available.**

Pam Tonkin to action.

11. POLICY STATEMENT FOR SENDING TEAMS ABROAD.

- i. Barry had drawn up three different proposals for this Policy Statement, none of which, he said, he was very happy with. The point of the exercise had been to put down on paper exactly what process should be used when deciding who should benefit from the GNAS funding for international representation but in all three cases there would be some international archers who would be penalised. The idea was to give guidance to Committee Chairmen as to how their budget should be distributed. It was felt that the recently drawn up "Policy for Part Funded and Self Funded Archers" seems to be working well and should be left in place for this year as the Society's main policy. Mike Shepherd suggested that, as we are now in the process of taking on a Performance Head Coach, it might be advisable to leave this secondary policy up to him/her. This was agreed and Mike will take this decision to the Board meeting.

Mike Shepherd to action.

12. ANY OTHER URGENT BUSINESS.

- i. Coaching Committee reorganisation. Pete Pendrey reported that the position of National Coaching Organiser for Squads was no longer relevant now that we have a Performance Director. However, we still require a link between the PD (Head Coach) and the Coaching Committee. Barry said that the new Performance Head Coach will be doing the job of head coach and three quarters of the current PD job. There will be a position for someone to deal with the Elite and Start Squads. He said that athletics has something similar called Technical Directors, used in advisory roles.

It was agreed that the committee could have a Technical Liaison Officer who would be a link to the Operations Committee through the new Performance Head Coach. At the same time it was agreed that the Disabled Sub-Committee might also require someone in a similar role. Titles for each would be "Technical Liaison Officer, Target" and "Technical Liaison Officer, Disabled".

- ii. More correspondence has been received from the disabled archer who is being refused membership of a club. (See minutes of Jan 2002 meeting 5f.c. for initial reference.) Following some discussion it was felt that attempts to solve the situation should be made at county level first and that GNAS should really only be involved as a last resort. It was however made quite clear that GNAS cannot condone anything that appears to be discriminatory and the county involved will be advised to point out that Laws 4 and 10 of the Society would apply.

- iii. Mark Davis complained about what he felt was unfair treatment in the Report of the Junior Selection and Funding and Review Panel that appeared in the Spring 2002 edition of Archery UK. Mark read out a 6 point list of the Junior sub-committee's objections which included the following: the Panel should have consisted of more than two people; the report should not have been published without having been passed to the Junior Chairman for comment; the replies from the Chief Executive were not felt to be constructive or to move the situation forward; the restrictions made on the committee would affect the way it works in the future.

It was firstly pointed out that it would not be usual for a report of this nature to require the approval of the committee involved, before it was published. David Sherratt asked what exactly was meant by his replies not being constructive. Mark said he would

rather discuss this privately with David but when asked to do so to the full committee replied that he would have to consult notes that he did not have with him. The restrictions that the Junior sub-committee felt they had now been placed under were discussed and it became apparent that there was some misunderstanding on their part as to what exactly was intended. It was stressed that the information required to be put out first on the official GNAS web site was that which would normally be supplied to archers or interested parties by personal letter. The intention was not to restrict general information such as result lists. Derrick Lovell reported that the News Page on the GNAS site can be updated by the Office staff and it is not a problem to get urgent information onto it.

- iv. Team Managers seminar. This has been booked for the weekend of 30th Nov/1st Dec 2002 with the debrief session being held on the Saturday.

The meeting closed at 4.20p.m.

The next Operations Committee meeting will take place on 13th July 2002.