

## MINUTES OF THE MEETING OF THE CPSA BOARD OF DIRECTORS

Held at Edmonton House, Bisley National Shooting Centre,  
Brookwood, Woking, Surrey GU24 0NP  
on Wednesday 30<sup>th</sup> September 2015

### PRESENT:

Mr T R Bobbett	(TRB)	South West Regional Director – Chairman
Mr W A Heeks	(WAH)	North Regional Director – Deputy Chairman
Mr J Offord	(JO)	South East Regional Director
Mr D Jellicoe	(DJ)	National Director
Mr C Smith	(CS)	National Director
Ms M Conway	(MC)	National Director
Mr P Simpson	(PS)	East Midlands Regional Director
Mr N Fellows	(NF)	CEO

Mr S Oldman                                      Minutes Secretary

### APOLOGIES:-

Mr J Kitson and Mr B Moorhead

### DECLARATION OF INTERESTS:-

None.

### MINUTES OF THE BOARD MEETING 5<sup>TH</sup> AUGUST 2015:-

NF proposed additional amendments to the draft minutes in respect of Staffing, British Shooting Update, Coach Development Pathway and Law Commission Review of Firearms Law.

Minute ratification proposed by WAH and seconded by JO. All were in favour.

### MATTERS ARISING:-

The Coach Training Course was discussed with regard to home disciplines. NF also raised the issue of a lack of Level 2 coaches and coach training provision for the Olympic disciplines. This gap needs to be filled and NF is in discussion with BICTSF and British Shooting as well as investigating establishing a CPSA level 2 course.

### Review of membership benefits and categories with regard to retention

Ongoing.

### Feedback from all regarding director's role description

Completed.

### Finalise guidelines for U18's handling malfunctioning guns and misfire procedure

Draft text of these guidelines has been received from Mike Williams. NF is to review and report back to the Board. It was proposed that the age to permit referees and safety officers to qualify be reduced

to 16. Discussions took place regarding the fact referees needed to be responsible and that whilst age is not necessarily the problem harassment and the shooters' reactions can be. It was considered that 16 is too young. A question was also raised whether a 16 year old safety officer would have credibility with a ground owner and would be prepared to stand their ground. The GCSE requirements were also discussed regarding the use of a CPSA instructor. It was confirmed that a qualified instructor must be used and that the course requires training to be filmed as part of the portfolio of evidence. NF will recirculate the paper relating to malfunctioning guns. It was agreed that no referee should be required to take a gun from a shooter in the event of a malfunction etc.

### **Shoot-off rules for ABT and DTL**

These were discussed and MC will circulate emails for review by all.

### **Review of England Team Selection Processes**

NF reported that he had so far only received feedback from one director (CS). PS reported that most ESP shooters were happy with the current processes. Further follow up is required from others, via the discipline sub-committees. NF ran through a paper summarising the current arrangements which shows a number of inconsistencies that ideally need to be improved across all disciplines.

### **CEO UPDATE:-**

#### **Staffing**

A summer temp to cover membership processing during staff holidays had proved to be very effective. A management team planning day has been scheduled in October to discuss future priorities and the outcome will be reported back to the Board.

#### **Championships**

Both the British Open Sporting and Sportrap attracted good numbers of both participants and spectators at the shoots and for the finals. PS was thanked for his support at the event as well as helping to bring in the improvements to the format. WAH asked if it was possible to add another day to the event. It was confirmed that an extra day had already been added but we could consider another day if it was required. The manual scoreboard used for the super final was an interim measure only. The cost of an outdoor electronic screen would be in the region of £10k. It was noted that a purpose built podium had also been used. It was further noted that Phil Coley had not been present to film the event. The CPSA has received a number of approaches from other filming companies with a view to covering next year's events, particularly the WESP. It was acknowledged the team from head office (CA, PW, AM and SP) did an excellent job.

TRB advised that it had been agreed that the 2017 ICTSF World English Sporting Championships will be in England.

JO reported on his attendance at three events in August including the British Open English Skeet at the National Clay Shooting Centre which went well.

Graphs comparing entry numbers for all our major championships between 2014 and 2015 were circulated which clearly show our majors are progressing and attracting larger entries.

Entries for the WESP 2016 are due to open in October although the proposed costs are awaited from EJC's. (Addendum: opening of entries subsequently delayed until 1<sup>st</sup> December).

Alternative game fairs to the CLA for us to attend are currently being investigated by NF/AM.

### **CPSA Insurances**

It was reported that the review meeting with Romero Sports & Leisure Insurance went well. It was noted that IPT was increasing on 1<sup>st</sup> of November from 6% to 9.5%. Our licence revocation insurance is currently paid monthly so plans are in hand to pay the balance of this year's premium before the higher insurance tax level is introduced. Claims levels reported are acceptable to the insurers and there are no anticipated premium changes in our general insurances. Existing cover for personal accident benefits will be extended to those up to the age of 90.

In the discussion with Romero, it was noted that clubs are sometimes reluctant to include employee liability cover which is a requirement for both paid and volunteer staff. DJ to provide details of the legal position relating to this.

While discussing licence renewal and revocation legal expenses insurance cover it was noted that Laura Saunbury has been shortlisted for a "Solicitor of the Year" award and all congratulated her on this and wished her good luck.

### **Event Media Coverage**

Discussion took place regarding media attendance at our events following the difficulties that have arisen with Clayshooting TV. Other providers have made contact and these are being followed up. It is important to continue the push for greater coverage of our events, particularly next year's World ESP week.

### **Game Fairs**

With the closure of the CLA game fair we need to consider other options. Countryfile Live are planning an event at Blenheim Palace and others are expected to spring up. Trade attendances have been in noticeable decline in recent years and both traders and visitors need to be attracted back to any new events for the future. It was thought entry to the CLA in recent years was too expensive for both visitors and traders.

It was reported that there may be a replacement for the CLA at Belvoir Castle and we are currently discussing opportunities.

### **HMIC Review of Firearms Licensing**

The report notes significant variations between forces, including a range of 5 to 165 days to grant a certificate. Three priorities have been highlighted, 1: simplify the process through digitisation, 2: introduce independent scrutiny of licensing decisions and 3: enhance the status of firearms guidance. Other comments highlight that Home Office guidance is too discretionary and licensing arrangements are set out across a substantial number of statutes. The review is moving very slowly.

## **MANAGEMENT TEAM UPDATES:-**

### **Finance Report:**

Notified the Board that the insurance premium was a fixed two year deal and that changes to Personal Accident cover for age restrictions had been made to increase the upper age to 90. The increase scheduled for IPT would also affect both our club and licence revocation insurance. Claims for our public liability and personal accident insurance have all been game related.

A P&L figure was requested for the BO ESP. This was not yet available but would be reported to Board as soon as finalised.

### **Operations Report:**

Due to the introduction in the rules for the use of 'Count Back' it was agreed to expand this rule in regard to the All Round discipline. The amended rule will be published in the next available issue of Pull!

A question had been received from a member regarding competitors refereeing other competitors at GB and England selection shoots in the Olympic disciplines. The Board accepted this was not ideal and grounds should be encouraged to provide referees. It was also considered in relation to selection shoots and the provision of referees may encourage others to take part in the knowledge that they would not be required to referee. It was agreed this was partly a BICTSF issue and TRB & NF would raise it at the next BICTSF meeting. MC will also raise this at the next ABT sub-committee meeting.

A question was asked regarding why the rule requiring shooting grounds and clubs to notify HQ of registered fixtures 7 days prior to the event had been changed to simply notifying prior to the event. It was explained this had been introduced to allow more flexibility should a ground wish to hold a registered shoot at short notice. We do not wish to stop them and they would be aware of the reduced time in advertising the event in Pull or on our website. This rule change had been agreed at a previous Board meeting.

### **Commercial & Marketing Report:**

The Toyota membership offer was picking up particularly with purchases of the Hilux. Average discounts were around £4,000. A Virgin Wine offer and Pet Insurance cover have now also been added to our member benefits portfolio.

A 'Freebie Friday' Twitter campaign has been started and was being managed by SP. We are receiving free goods from suppliers and contacts. This initiative had gone down well with our followers.

### **Development Report:**

The 2015 Premier League had been concluded with great success at Owls Lodge Shooting School. Bisley Shooting Ground had the highest entry in an event - sponsored by William Evans. Planning for 2016 is now underway.

A question was asked regarding Mid Norfolk SG and the new owner. RW to check and report back. It is hoped that this ground will return to Premier Plus status after some improvements have been made. WAH to check progress.

The cadets are looking to expand the National Cadet Championships to include ESK and have requested us to consider sponsorship. British Shooting have been contacted regarding a possible joint sponsorship and we await a response.

#### **IT Development Report:**

The new 'Merlin' system was available today in a 'Beta' version and testing by all staff will commence during October with the plan to go live in November. The new website designed to work in conjunction with Merlin has been delayed by the developers due to their internal staffing issues, which means some temporary modifications are required to Merlin to ensure it works alongside our current website in the interim. A further meeting is scheduled with the developers of each project (Merlin & Website) during October.

The Board requested to see a live demo of Merlin at the next Board meeting.

Our email systems have recently been moved to the MS Exchange in the Cloud, freeing up resources on our ageing server. An order has been placed to install a dedicated fibre ethernet line (20mbps both ways) at HQ to ensure sufficient performance connectivity for our future systems plans for 2016. Estimated delivery/installation time is 3 months but hopefully it will be quicker.

#### **DISCUSSION TOPICS:-**

##### **DTL sub-committee meeting:**

Following a meeting of the DTL sub-committee a proposal was made to the Board for a change to the DTL 'shoot off' procedure. The proposal was for shoot offs to consist of one full round with normal scoring, then if a tie still existed, 'sudden death' with full use of gun. This was agreed by the Board and will be effective from 1<sup>st</sup> January 2016.

The Count-Back rule for DTL was clarified as being based on points not hits. Directors also agreed to tighten the rules regarding shooting at 'bits' under the general heading of 'Shooting Etiquette'. Wording to be finalised in time for 1st January 2016 rule changes with referees having the authority to impose warnings and, if necessary, sanctions.

It was also agreed to amend the England Team selection process for the second selection (Dougall Memorial/English Open) shoot for team places to be squadded together by ranking using specific banks.

A request from the sub-committee for funding of team members for the European DTL championships was discussed. DTL shooters already receive funding for the Home International and British Open together with the team entry fee for the European. DTL funding already exceeds all other disciplines. This has been discussed at previous Board meetings and it was agreed no further funding should be made. It was also considered that the European DTL does not enjoy the same status as other championships.

The Country rota for the European DTL championships was also discussed and the fact that some home Countries do not send teams. If teams are not entered it was questioned whether those Countries should be removed from the rota. It was agreed this should not be done and that there was no platform to discuss this further as this championship was not under the control of any single governing

body or committee. Encouraging other countries to enter was seen as the only opportunity to enlarge the event. Unless this happens it was questioned whether we should send a team to this event. The event needs to be 'owned' and the ICTSC has proposed for them to own it with France becoming a member just in relation to this event and not having any input to the Home Internationals per se. The outcome of ICTSC discussions is awaited.

**Job roles and procedures:**

A need to improve the flow of information to shooting grounds hosting championships and selection shoots that are not attended by HQ personnel was identified to ensure grounds know how to run said event. It was agreed standard operating procedures should be provided to grounds prior to events for next year.

**ANY OTHER BUSINESS**

Christian Schofield has approached the CPSA regarding the introduction of a Junior Lady category for the EO OT. The Board had no objection in principle to this and all agreed. NF to inform Christian.

A review of the disciplinary code has now started and will be presented to the Board for review in due course.

We are currently looking for a suitable ground to host the 2016 50<sup>th</sup> Anniversary ESP Home International. Some options are being considered but this is proving a challenge at the moment.

JO continues to actively support and assist at British Shooting Talent days.

**Meeting Closed at 14:40**