

**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 1<sup>st</sup> June 2016**

**PRESENT:-**

Mr T R Bobbett	(TRB) South West Regional Director – Chairman
Mr W A Heeks	(WAH) North Regional Director – Deputy Chairman
Mr B Moorhead	(BM) Independent Director
Mr J Offord	(JO) South East Regional Director
Mrs V Knowles-Lacks	(VKL) West Midlands Regional Director
Ms M Conway	(MC) National Director
Mr G Walker	(GW) National Director
Mr J Martin	(JM) East Midlands Regional Director
Mr C Smith	(CS) National Director
Mr N Fellows	(NF) CEO
Mr S Oldman	(SO) Operations Manager
Mrs F Bloxham	Minutes Secretary

**APOLOGIES:-**

None.

**DECLARATION OF INTERESTS:-**

None.

**MINUTES OF LAST MEETING:-**

The draft ordinary minutes were proposed by WAH and seconded by JO. All were in favour.

**MATTERS ARISING ORDINARY MINUTES:-**

**Any Other Business**

MC spoke to Stuart at Eriswell Lodge regarding the use of no. 9 shot at pool shoots when the main event was ESK. The participants in the pool shoot had no. 9 shot in their pockets having shot the ESK. MC asked if there were any problems and Stuart said there were none.

**AGM MINUTES:-**

The point queried by Terry Deakin about the minutes of the 2014 meeting was that they were the minutes of the 2015 meeting and SO will amend both occurrences of the reference to 2014.

TB said that at the last meeting it had been agreed that the Board would ratify the minutes at the following Board meeting and then put them on the website. Traditionally the draft minutes have been put on the website shortly after the Board

meeting following the AGM. The Board noted that the minutes are still a draft and do have to be ratified officially at the AGM next year. The Board voted that the draft minutes of the AGM should be put on the website and ratified at next year's AGM in the interests of openness and good communication.

CS proposed that the draft minutes of the AGM should be put on the website and GW seconded. The Board voted in favour.

## **ACTION LOG:-**

### **Item No. 6**

NF confirmed that the search for an independent director is on-going.

### **Item No. 16**

MC reported that she had sent an email to the ABT sub-committee with alternative shoot-off formats indicating that option 2 would be the default option if no responses were received. Most of the members of the sub-committee did respond and indicated that their preferred shoot-off format would be a full round followed by single barrel until the decision was made. The option did not include missing on stand 3. MC reported that the feeling of the sub-committee was that any unfairness was ironed out over a full round and that they had rejected going straight to single barrel. The Board agreed to adopt this format for one year and then review to take effect from 1<sup>st</sup> January 2017.

### **Item No. 17**

The Board discussed the need to review the England Team selection processes and proposed that all the discipline sub-committees should get together for a discussion as to the way forward. In particular DTL selection needs to be looked at including the possibility of separating it from the DTL weekend as this forces prospective team members to shoot in squads other than their preferred squad and this detracts from the strong social element of the championships. The Board discussed the possibility of two stand-alone selection shoots with re-squadding after the first. The consensus was that it would probably not detract from attendance at the DTL weekend. The Board discussed the grounds with the resources to host the selection shoots, including Bywell, Beverley, Nottingham & District and North of England. The Board thought it would be worth sounding out shooters at the DTL weekend about stand-alone selection shoots.

### **Item No. 21**

This will be discussed under the main agenda.

### **Item No. 25**

See 17 above.

**Item No. 26**

The Board discussed the use of speed guns over the use of markers for setting ESK targets. CS said that it is a contentious issue. If the targets come out of the tower windows at the same speed any alteration to the speed due to wind or other circumstance could lead to complaints. The rules say that the targets should be set in calm conditions. If competitors can see the markers they know whether or not the target had made the distance. CS to meet to discuss shortly.

**Item No. 27**

The survey of the referees is complete. The results are being collated in a report that will be presented to the Board at it's next meeting.

**Item No. 29**

The Board agreed that where two sets of scores are accumulated on the same day at the same shoot only the first set of scores can count for selection purposes.

**Item No. 30**

This item will be discussed under the main agenda.

**Item No. 31**

Developing a plan for reputational management is in hand.

**NON-MEMBERS SHOOTING AT REGISTERED SHOTS**

The Board discussed that although the rules do not allow non-members to take part in a registered shoot or allow members to shoot the event as practice only and not submit their scores or shoot a second round as practice, the commercial reality is that some grounds are allowing non-members to shoot at registered shoots and allowing members to shoot a second round as practice. This is contrary to CPSA rules but it is difficult for us to monitor or enforce them effectively.

The Board discussed whether non-members of the CPSA who are members of the club where a registered shoot is taking place should be turned away from their regular ground because they are not members of the CPSA. This situation is mainly a domestic discipline issue. Some grounds are abiding by the rules but some are not and those who are feel disgruntled.

MC and CS had discussed the matter previously and think it would not be a bad thing to allow non-members to shoot registered shoots. The views of the directors were sought as to what level that should stop at if it were to be allowed. If non-members are allowed to shoot at national inter-county level it was proposed that they should be allowed but would not be able to book on until the last 48 hours before the start of the event. This would show the CPSA members that they were being given priority.

The Day Pass system, which allows non-members to take part in a registered shoot, should be re-established more effectively. The introduction of a new Shoot08 program will facilitate data capture and better follow-up of leads. The Board voted that non-members should be permitted to take part in registered shoots and that the grounds and regional committees should be informed and that it should take effect as soon as possible. **Post-meeting note:** After further discussion and reflection amongst some directors, this decision was halted pending more informed discussion at the next meeting.

## **CEO UPDATE:-**

### **Staffing**

Sam Riddington has started and settled in quickly.

The Communications Officer post was re-advertised and has now been filled. The successful candidate will be joining us in July and will be attending the WESP for a day. The successful candidate gave his reasons for wanting the post to be closer to a specific sport with a greater emphasis on journalism and social media.

### **Championships**

NF reported to the Board that the English Open ESP was very successful. The feedback from the competitors was that they loved the course and the ground. In light of the success of the event NF has asked Hodnet to consider hosting the British Open ESP next year. NF reported on the number of new ladies taking part but, even so, ladies still made up less than 10% of participants. The feedback from the sponsors was that they were very happy with the event.

The British Open and ABT Selection Shoot ran very well as did the English Open ESK, with about 250 entries. There were no issues and the weather was on our side. Ben Muttock expressed an interest in doing something to promote a major shooting event.

The DTL weekend is currently coming up, with over 300 entries for each event.

The details for the WESP are just about finalised. All the competitions will be administered from E.J.Churchill Shooting Ground with transport provided from the ground to the West Wycombe Estate for the main competition. The Blaser Inter-Continental Trophy event, the Super-Final and prize giving will all take place in front of West Wycombe House.

There is still no sponsor for the British Open ESK.

NF is hoping to finalise next year's calendar at an earlier stage.

## **ICTSC**

NF reported that the ICTSC Ltd Company is effectively dormant.

There is growing acceptance in the ICTSC that a unified member record system is a better idea than separate systems. One central system would enable classifications to be dealt with consistently and avoid gaps where shooters with more than one membership use the wrong classification. There will be further discussion at the next meeting.

### **New Governance and Company Reporting Requirements**

NF reported that the new requirements for a register of directors who have significant control does not directly apply to the CPSA although we will have to comply with the requirement to keep a register.

The Government's new Charter for Sports Governance does not affect the CPSA directly either, as we are not in receipt of government funding. However, if we were to be recipients of funding in the future it would be worth keeping an eye on the requirements and to consider adopting them anyway as best practice. The way the CPSA is set up would make it difficult to comply many requirements, for example the requirement to have at least 30% of directors of each gender and a higher proportion of independent directors. The board expressed the view that the board should be representative of the membership with the best people taking on the roles. A rewrite of the articles of association would be required but it was proposed that the CPSA could "endeavour" to have at least 30% of directors of each gender.

### **Safety at Grounds**

Following the meeting with Daventry District Council's Health and Safety representative it has been decided to put more guidelines in place. The CPSA does not purport to do a full Health and Safety Course as part of its training but only to teach shooting safety. However, it may be possible for us to point grounds in the right direction to satisfy their statutory responsibilities

NF reported on the letter from Kevin Byrne and his subsequent conversation with him. NF distinguished between the CPSA's responsibility to teach shooting safety and what the grounds' responsibilities are under the Health and Safety at Work Act.

Richard Worthington has been on an acoustics course to increase his knowledge and understanding of noise issues to help us with giving initial guidance to grounds experiencing problems with noise.

### **Insurance**

There will be no increase in the premium for members' insurance or the legal expenses insurance. Insurance Premium Tax has increased by 0.5%. Romero may be able to persuade the underwriters to absorb that cost.

## **Shooting legislation**

We have set up internal monitoring for the new requirements for GP involvement in the licensing system. BMA guidelines say that there should be no charge for an initial letter in response to the police notifying a GP of a licencing application or renewal. However, if a further report is required it is expected the shooter will have to pay a fee. The Board expressed concern about the possibility of GPs who were too busy or those who do not want to encourage gun ownership delaying the already lengthy process of obtaining the grant or renewal of a certificate. NF invited feedback from all directors.

There are still considerable back logs in renewing licences in various counties as this is a bulge year.

## **DCMS/Sport England Strategy 2016-2020**

Sport England's strategy document published on 19<sup>th</sup> May should be embraced by the CPSA as broadly positive toward shooting. The emphasis is on the maintenance of physical and mental well-being and extending the age ranges and bodes well for our sport.

## **Director Training and Development**

NF will let the Board know as further opportunities for training and development arise.

## **MANAGEMENT TEAM REPORTS:-**

### **Finance**

CP reported that the forecast is on schedule 5 months into the financial year.

Advice has been taken on the selection policy for the Commonwealth Games and NF is discussing this with ETSF. The importance of getting the selection process right was recognised by the Board.

### **Operations**

SO reported that there was no more news on the bequest from a deceased member.

SO reported that it may soon be possible for members to set up a DD through the website, thus moving us closer to a paperless process.

SO reported that VSPs are now being dealt with by Fiona.

### **Commercial**

The new staff clothing is pending following the departure of a key member of staff from Musto.

The Board discussed separating the CPSA Annual Awards from the AGM with a view to them being held in late January or early February. The directors discussed possible venues.

The directors agreed to invite views from the chair and secretary of each of the 5 regions as to whether the AGM should be held centrally every year and report back at the next board meeting.

TB queried a few errors in the most recent issue of Pull! e.g. the Bob Braithwaite gun is not the Bob Braithwaite gun. The picture of Paul Chaplow is at Beverley. There was no write-up to accompany the photograph of Adam Gutteridge. NF discussed with AM who was raising the errors with Archant. TB suggested a follow up article after the auction of Bob Braithwaite's gun with the correct picture.

### **Development**

There was nothing to add to RW's report. The Premier League at Cambridge Gun Club went well.

### **IT**

PT reported that the new CRM system is settling in and progressing well. Classifications have been done. Website development has been delayed by approximately 6 to 12 weeks. The timescale for the new shoot program is 6 to 12 months so it will be implemented next year rather than this.

### **GROUND BANNED MEMBERS AMENDED**

The wording of the provisions relating to what happens when a member banned from a particular ground where a CPSA event is taking place who wants to take part was discussed. MC proposed that the words "or on what conditions the ground would allow this to happen" or "or if not on what basis the ground would allow this to happen" should be added to the wording in the rule book. The Board discussed putting the provisions in the contracts with the grounds and in general policy rather than in the rule book. The policy would be publicised on the website.

### **REFEREES MEMBERSHIP**

This item was deferred until the next board meeting.

### **ESP SELECTION SHOOTS**

Terry Deakin has requested the board to consider HQ organising regional ESP selection shoots rather than the regional committees, following the issue of BICTSF creating a date clash and the regional committee changing the date of a selection shoot without informing CPSA HQ, which resulted in a clash with the Premier League and All Round Championship. The board discussed the consequence that regions would lose the levy and that regional committees know more about their

local grounds that CPSA HQ. The board agreed that the regional committees are best placed to organise selection shoots on the dates specified by HQ.

### **MEMBER OPTION TO HAVE SCORE REGISTERED**

The proposal that a shooter can choose whether or not to register a score was rejected.

The board discussed requiring members to put in a minimum number of registered scores per quarter. NF said that there is potential to change classification criteria. Another opportunity could be the reference point being the high score of the particular shoot. The suggestion has been made that grounds are rated on the difficulty of the courses they set. The new system is capable of calculating based upon different criteria without it being too onerous.

### **APPOINTMENT OF CHAIRMAN**

MC suggested that, as regional and county committees select a chairman each year, perhaps the Board could consider following suit. BM said that is out of line with modern thinking and a chairman usually holds the position for a minimum of 3 to 4 years to provide certainty and direction. Annual changes are disruptive leading to a loss of continuity. Additionally, the board is properly constituted and substantially different from a county or regional shoot committee. The board already has the ability to elect or change the chairman at any time.

MC suggested members may be more comfortable if the board's support for the Chairman was more current and a vote was therefore agreed. Both MC & TRB stood for the position and temporarily left the room. TRB was elected by a majority.

The board discussed the number of terms a director can stand for. The articles provide for a maximum of 3 terms unless there are exceptional circumstances.

### **NOISE POLICY**

JM reported that 3 grounds in the East Midlands region are having noise issues. These can result in ground closures, the loss of membership and the perception that the CPSA is not doing anything to support grounds. MW and NF have written letters in connection with noise issues but the membership may be unaware that they have done so. Normanton is under pressure and the new owners of Mid Norfolk consulted the local planners prior to purchasing the ground and were reassured. However, the local environmental department have got involved and are reported to be talking about anti-social behaviour. JM said his point is that the CPSA do not have any system in place to reassure our club members. JM suggested that the CPSA puts in place a front end package that the club member can have recourse to. RW's knowledge of acoustic issues would make him a logical first point of contact that should be publicised. The CPSA could put together a tool kit for clubs to use. The difficulty is that the government guidelines are open to interpretation by local

authorities. Environmental officers are not necessarily acoustics experts. JM said that it was important to keep the ground owner involved. JM requested an article in the newsletter and/or Pull! setting out a standard procedure for grounds in the event of a noise complaint. RW would be the first point of contact and he should write a procedural guide for dissemination to the grounds.

### **ANNUAL AWARDS CRITERIA**

CS reported that a sponsor was approached by a member who wanted to know who made the decision as to who was worthy of receiving an annual award and what were the criteria. The sponsor did not know and told the member that they had not been involved in the decision making process. It was reiterated that the awards are member nominated and the decision is made on the basis of the strength of that nomination by a panel including NF, SO, AM and a director. The sponsors are asked if they want input. CS also asked if there was a distinction between an instructor and a coach. The board agreed that anyone who's teaching someone how to do something is a coach. The board agreed that directors and CPSA staff should from now on be excluded from short-listing.

### **ANY OTHER BUSINESS:-**

WAH has been asked to broach the subject of reducing the age of referees by Phil Thomson. The board agreed that this has been addressed before and while 16 year olds may take the qualification they cannot act as an official referee until aged 18 as the insurance does not cover them.

Paul Chaplow requested a copy of the minutes of the ICTSF meeting but none have yet been circulated.

Coniston Shooting Ground is a Premier Plus ground but it is not holding any major shoots.

Tracy Meston moved to Scotland and is teaching Safety Officer courses using CPSA materials. The CPSA have written to her informing her that she cannot use CPSA materials. The SCTA may teach Safety Officer courses

SO reported that if the AGM location is to be fixed he needs to know by the next board meeting so that a suitable venue can be booked.

NF said that at the English Open Championships there is no restriction on members of other nations winning the championship and taking the trophy away with them provided that they sign the trophy letter. This situation distinguishes the CPSA from the WCTSA and SCTA who reportedly do not allow non-nationals to take away the trophy from some events. The board agreed that residents of the UK and Ireland

may take a trophy but that anyone from further afield can have their photograph taken with the trophy.

MC was approached by a member who wished it to be known of the contribution that JO is making to shooting having seen him coaching at Nuthampstead, that he is doing a wonderful job and is appreciated.

MC raised the issue of county committees running championships away from CPSA rules. The first issue is the award of trophies e.g. allowing someone to win high gun or lady but not both, the second is in a walk through ABT with other people refereeing the shooters.

JM asked if it was the case that if a lady was over a certain age she could not win veteran if she won ladies. The board agreed that it was up to the county committee to decide on the distribution of county trophies.

CS requested a definitive list of recognised associations. The CPSA would recognise members of any bona fide national organisation provided they could prove their membership of that organisation.

**Meeting closed at 3:35 pm**