

**DRAFT MINUTES OF THE MEETING
OF THE CPSA BOARD OF DIRECTORS**

**Held at Edmonton House, Bisley National Shooting Centre,
Brookwood, Woking, Surrey, GU24 0NP**

on Tuesday 21st May 2013

PRESENT:

Mr WA Heeks	Acting Chairman/ Regional Director – North
Mr CD Butler	Regional Director – East Midlands
Mr R Kibblewhite	Regional Director – West Midlands
Mr J Offord	Regional Director – South East
Mr TR Bobbett	National Director
Mr G Walker	National Director
Mr DJ Jellicoe	National Director
Mr N Fellows	CEO

MINUTES SECRETARY:

Ms M Voller

APOLOGIES:

Mr KJ Newton Regional Director – South West

1. FORMALITIES

WAH opened the meeting at 0923 hrs, welcomed all present and confirmed that there was a quorum present. Apologies had been received from KJN.

Declaration of interest: None.

a) Minutes of the 23rd March 2013 meeting

Proposed by TRB, and seconded by JO. All present were in favour.

b) Matters arising:

None

2. CEO report

2:1 Introduction

NF highlighted the fact that there has been an increase year-on-year in the May membership figures which he felt was a positive indicator for the future.

2:2 Staffing

Previous discussion had taken place regarding the replacement of a temporary member of staff as Admin Assistant which so far this year had not been filled. A decision had been held back in order to ascertain how much work would be saved with the new IT upgrade, but delays in completing this had highlighted the need to fill the post sooner rather than later, particularly as we are now in the championship season when staff are away from the office more often. NF suggested the possibility of a more substantive role than previously held and also cover for both the Membership Services Officer and Scores & Fixtures Co-ordinator when they are on leave or away from the office. NF suggested therefore that it should now become a full time post and more permanent than just summer cover. In doing so it should prove more attractive to possible candidates, and will alleviate the need to train a new temporary person on an annual basis.

NF explained that staff are entitled to time off in lieu after working Championship weekends, and the ideal time to take this is immediately after the completion of the event. However, pressure of work has previously meant that this has not always been possible, and the time has been added to their annual leave. This has not been an ideal situation as the lieu days have accumulated and NF was keen to ensure that staff should take the lieu days when they are really due, i.e. immediately following a long weekend. DJJ observed that without lieu days the total amount of leave on the headcount of current staff totalled seven and a half months, and he was in favour of the proposal, but as a temporary contract initially. RK also stated his support for the proposal as it would allow the Association the ability to react to members' requests promptly. However, TRB countered caution with there being no spare capacity in the budget regarding salaries, and no slack in the office cover either. NF undertook to look at the hours currently worked more closely, and see what could be achieved. DJJ proposed that NF look at the possibility of appointing an Assistant at a higher level but based on 25-30 hours a week, and RK seconded it. All present were in favour. It was also queried whether a current member of the team would want the additional hours, and agreed that the post would be offered in-house initially for fourteen days before being generally advertised.

NF additionally mentioned the Coach Development and Training Manager role which we had advertised previously but had been unsuccessful in filling. He considered it an important role to enhance the instructor and coach CPD programme, and was keen to plan ahead and see if it could be included in next year's budget.

2:3 Governance

Following the AGM and the decision to re-write our Articles of Association, Ben Moorhead of Moorhead James had begun work on this on a fixed fee basis. The decision had been taken to completely rewrite the Articles from scratch rather than just tweak the old ones, which were considered not fit for purpose, in an effort to avoid the need for them to be changed on an almost annual basis. Two meetings to date have been held with him at Head Office, and we are currently waiting for a redraft of his original paper. He has developed a template from his experience of working with other sports associations which is compliant with the current Companies Act 2006, and he will insert the items we identified as specific to the Association from the existing articles. It is hoped that the redraft will be sent out to the Regional Committees by the end of the week in order to allow the time necessary to redistribute it to the County Representatives/Committees, and for them to bring their views and opinions back to Regional consultation meetings which have been arranged for the month of June. A date for the EGM is planned for either the 12th or the 19th October with a venue to be decided.

2:4 Insurance

We are currently in the process of inviting proposals from four companies for our insurance cover which will take effect from September. The companies will be WWSI (our current supplier), Romero, James Hallam and one other. In addition to the cover already provided, it is hoped to encompass clearer support for instructors and coaches, as well as seeking shotgun licence revocation cover. It is also hoped to include gun cover of up to £2,000. A timetable will be worked to whereby a recommendation will be made at the July Board meeting, and NF undertook to keep the Board up to date in the interim. DJJ said that a company in Leeds would definitely be interested in submitting a tender, and gave NF a contact name with contact details to follow. In reply to a question from WAH, NF confirmed that CPSA qualified coaches and instructors are fully covered for game tuition, but if a member is concerned about his/her cover, then Graham Jolly can be contacted directly at WWSI.

2:5 CPSA Strategy Development

NF, DJJ and RK had met in Warwick to go through items contained within our document which falls outside staff work areas, and an additional meeting has been held with staff to talk them through the general framework. Small group meetings of staff are now planned. NF considers this way forward is key to enable the staff to feel ownership. RK reported that a lot had been achieved at the Warwick meeting, but more was needed and it is hoped that following a further meeting, they would be ready to make a presentation to the Board.

2:6 Clay Pigeon contamination of rape seed oil crops.

Following advice to the clubs in the most recent newsletter regarding the Farm Assurance Guidelines (Red Tractor Scheme), NF had received no communication from any of the grounds. Under the guidelines farmers should be aware that they should not be permitting shooting over the flowering crop before harvest.-

2:7 IPC Media Shooting Industry Awards

Our website was once again entered in the relevant category for this award held on the 16th May, but unfortunately we were unsuccessful in defending our title. NF had attended the ceremony and confirmed that we will be working on the website etc over the next few months following the IT upgrade.

2:8 British Shooting update/England Development plans

The new Development Manager, Liz Davidson, is now in post and will be meeting with RW and NF shortly to identify ways of working together. The Talent Pathways Manager has also been appointed and commences work on the 1st July. It is understood that he comes from a cricketering background.

RW is to take a more active role with the Disability Shooting Programme rather than RK being the sole contributor. A key objective is to increase the number of people shooting who have disabilities.

2:9 Commonwealth Games Selection policy and preparation.

The initial criteria for shooters to be considered for the England team have just been published. Three selection shoots will be held before final selections take place. A bid for circa 40,000 has been placed with Sport England and although there will be no element of personal award, funding should be available for competitions, support staff etc. It is hoped that women's Double Trap will be still included in the Games schedule.

2:10 Policies on Refereeing and Coaching – lower age limits

NF reported that two issues have recently been raised regarding the age at which young people can carry out the duties of refereeing and coaching, and still operate within the law. LS has been consulted, and there are evidently some very grey areas. Under licensing law a person of 15 can own a shotgun and use it unsupervised. However, they cannot supervise anyone under the age of 15 until they, themselves, are 21.

A general discussion ensued regarding what the responsibility of a referee is in the event of a misfire or other malfunction of the gun which is covered under Rule 2:22 in Booklet 5, and whether a referee should assume control of the gun. NF considered that there was a need to look at the laws and our rules, and that there should be clarity on what is expected of a referee, Safety Officer and/or Ground Manager/owner. Various scenarios were raised and discussed including whether a Referee or Safety Officer required a Shotgun certificate in order to hold one of our qualifications. Whilst it was considered that the rules relating to Referees especially in relation to gun handling required further guidance to be drawn up for grounds, it was agreed that there was no requirement for a Safety Officer to handle a gun. TRB therefore proposed that Safety Officers can be qualified from the age of 16 years providing they do not touch a gun. This was seconded by WAH and all were in favour.

With regard to coaching, it was established that a coach under 18 years of age cannot coach any person under the age of 21 unless supervised. TRB queried whether it would therefore be appropriate to make 21 the minimum age in order to qualify as a coach, but NF stated that BASC qualify coaches from the age of 18. DJJ was of the opinion that despite a fairly lengthy and involved discussion, only the surface of this subject had been addressed. GW therefore suggested that it should be referred back to the Sub Group, obtain further advice from LS, and then put their thoughts out to some of the Senior Coaches for their comments. It was also suggested that the views of our insurers should be taken into account regarding age limits and range of cover. All were in agreement.

2:11 World English Sporting Championship

NF and TRB attended the event held in San Antonio. NF reported that they had been well received and had held a positive meeting with Michael Hampton, NSCA/NSSA Executive Director, and Robert Crow NSCA Director. Both had found the visit very useful and informative gaining insight on how the Americans organise their competition and fund their teams. He had also enjoyed the communication with the England team including ways of how the Association can support them better

2.12 English Open ESP Championship

NF reported that the first major championship of the year had attracted full entries of 900 shooters, including those who had been held on the waiting list. He considered that it had been a tough course but fair, with the majority of B and C class shooters stating that they had enjoyed it. However, all agreed that the weather could have been kinder. Special thanks were extended to WAH, CDB and DJJ for attending. CDB had received a request asking if it was possible in future for all competitors to commence shooting on Stand 1, but the general agreement around the table was that this would not be workable.

2.13 RTI and advice to clubs

Changes in the method of reporting payments to HMRC which came into force in April this year had had an impact on shooting grounds. Employers are now required to report each week/month the name of anyone they have paid and how much, together with individual National Insurance numbers, in order for HMRC to ascertain that all relevant tax and NI contributions have been made on what has previously been considered casual employees who have been paid cash. A knock-on effect of this change has already seen some grounds struggling to find referees, and Jeremy Beard (auditor) had been asked for his advice in response to a question raised by a member. JB thought that the payments could be considered as out of pocket expenses, but KJN had challenged this as it contradicted the advice that he had received from the Southern Counties accountant. NF to discuss this matter further with JB.

3. Governance and Compliance – presentation by Joy Tottman and Mikkel Larsen

Joy Tottman, Governance & Compliance Officer, opened by giving an overview of the Sport and Recreation Alliance which is a trade association for National Governing Bodies in sport. It currently has 311 members, 46 of which are lottery funded. She proceeded with a Powerpoint presentation on the “Voluntary Code of Good Governance for the Sport and Recreation Sector” explaining that the Code is there as a tool to help Boards perform their role. It provides “Seven Principles of Good Governance” and suggests practical considerations and thinking points for each Principle. It was considered a dynamic document that allows organisations to set the standards of what good governance looks like for them under each of the Principles provided. It is voluntary for NGBs to sign up to the Code, but it will help organisations with self regulation, sustainable development and reassurance to stakeholders. The Code could be applied in a flexible way and would define what each Principle meant for our Association, and would create our own blueprint of good governance based on the Seven Principles. It would allow us to measure our own success in terms of governance, and define how the role and function of the Board is clarified.

The following Seven Principles have been identified to help sport and recreation Boards achieve good governance:

<u>First principle</u>	Integrity: acting as Guardians of the sport, recreation, activity or area.
<u>Second principle</u>	Defining and evaluating the role of the Board.
<u>Third principle</u>	Delivery of vision, mission and purpose.
<u>Fourth principle</u>	Objectivity: Balance, inclusive and skilled Board.
<u>Fifth principle</u>	Standards, systems and controls.
<u>Sixth principle</u>	Accountability and transparency.
<u>Seventh principle</u>	Understanding and engaging with the sporting landscape.

Various scenarios were presented to Board members which highlighted areas that could be addressed in order to improve our Governance, and subsequent discussions were held. In

answer to a question from NF JT stated that, to her knowledge, the only organisation within their membership which elects its Chairman by the membership rather than appointed by the Board is ourselves, and an independent Chairman would be seen as ideal. In the last three years JT considered that massive changes had taken place with more independent directors being appointed nationally amongst NGBs, and 25% being the ideal ratio of a Board which should be made up by independents.

TRB proposed that the Association should sign up to the Seven Principles of the Code. This was seconded by RK and all were in favour. NF thanked JT and ML for attending.

4. Management Updates

a) Finance Update- C.Pierre

i) Membership Membership figures were up at the end of April to 23782 an increase of 100 on the previous month. Club membership was reported as 356, a decrease of 8 compared with the previous month.

ii) Championship The EO ESP championship held at Doveridge was sold out, but early indications show that there will be an estimated deficit of around £3,000. CP explained that the reason for this was the topping-up of the prize money by £960, and 63 reduced price Junior entries (the entry fee for each Junior only costing them £10).

iii) Facilities Unexpected repair costs have been encountered due to a broken external waste pipe which also involved internal repair works. The total cost of the work is estimated to be in excess of £2,000.

b) Operations Update – S. Oldman

i) Championships SO reported that entries for the EO ESK due to be held at Nottingham this coming weekend currently totals 223. He will keep the directors updated on these as the week progresses. The EO ESP was well organised and ran well, but the weather had been the biggest challenge throughout the event.

ii) Magic Replacement project Progress has been slower than anticipated, partly because of a change in staff at TSG. User Acceptance testing should commence shortly together with training for the trainers (SO and PT). We are now looking at a July date for going live. In reply to a question from DJJ, SO confirmed that no penalty clause had been included in the contract with TSG to cover such an eventuality.

iii) Classifications Scheduled to go live next week, and have been produced using the old system. Everyone is looking forward to being able to produce classifications using the new system when it will mean just clicking a button with no other work involved.

iv) NSCA/CPSA World Sporting Several members of the team which travelled to San Antonio recently had to pay up to £150 in gun carriage costs dependant on which airline they travelled with. SO was now requesting authorisation from the Board to pay a contribution towards this unexpected cost. NF stated that he could see no reason for this type of charge, and following discussion it was suggested that a circa 50% reimbursement would be a fair contribution

c) Commercial Update – S.Barber

i) PULL! magazine A meeting was held yesterday with Archant, but disappointingly Mick Hurrell, their Managing Director, did not make the meeting. It was reported that Archant are now doing very well on advertising and hitting some fairly high numbers. It is therefore hoped that before long our monthly payments to them, which are worked out on a sliding scale, will be reduced. The magazine currently runs 92 pages per month with the extra space being required for additional reports for ourselves. Two shooting

consultants are now on board to give us a continual feed into the shooting market, and this ensures a better flow of information and thus better articles. However, good writers or photographers are still being sought as covering events can be a difficult task.

ii) Communication Alternative methods for distributing the revised articles, plus details of the EGM were discussed. If distributed with the magazine it was noted that this method would be very time limited because of the magazine's cut off dates.

iii) Sponsorship Purdey has withdrawn from sponsorship at the CLA Game Fair this year, and are considering their options for 2014. Edgar Brothers and GMK continue to sponsor some of our championship this year, together with Promatic who are providing traps and technical support to the sporting events.

d) Development Update – R.Worthington

i) Clubman League Dates have now been established for the Kent/Sussex and Hampshire leagues this year. RW has been working on establishing a Midlands League and 6 dates have now been established. Sponsorship from Romero Insurance has also been secured for this new league which will allow a cash award to be made to the overall winning team's Club as well as to the runner-up team's Club.

ii) Legal Expenses Insurance Surrey Clays, an Affiliated club operating on a 28 day licence, has been instructed by Guildford Borough Council to cease shooting. The club has been referred to the insurance claims department as they are covered for free legal advice under our insurance scheme.

iii) Have a Go Days Dates have now been established for the Have a Go Days in the Olympic disciplines, and they are being widely promoted. It was hoped that Young Shots days would run again during the summer holidays, with the grounds taking a lead. NF confirmed that BASC have withdrawn any involvement on their behalf for National Shooting Week, organised by the Countryside Alliance, as they considered it was not good value for money. BSSC has also withdrawn.

5. On Line Petition

This item had been discussed in detail and minuted under Item 9 of the previous Board meeting minutes. It had been brought forward to this meeting for a decision on whether the introduction of On Line petitions is feasible and worthwhile. Discussions centred on the appropriateness of the type of headings which members may wish to raise on the website, and who would be responsible for monitoring it. The original request had asked that the subject of shooting glasses be raised. The general consensus, however, was that in certain cases it would be a useful way to gauge members opinions on more general issues, but if only a small percentage of the membership responded, it would effectively be useless. DJJ therefore proposed that the Board did not consider it expedient at the current time, but would consider any future issues raised on their own merit. This was seconded by JO, and all were in favour.

6. Compulsory wearing of glasses

Following a short discussion the Board determined that the current rules relating to the compulsory wearing of glasses are sufficient for purpose, and therefore would remain unchanged.

7. Seniors category

Brought forward from Item 11 in the Minutes of the previous Board meeting when Mr T Deakin of the North Region had requested that an additional badge for Seniors be supplied in addition to those of High Gun, Lady, Junior and Vet in all CPSA championships including Regional and County events. It was agreed that any decision taken on this issue would have an impact not only on CPSA expenditure, but also on those of the Regions and Counties, and

because of this WAH would seek clarification from Mr. Deakin on specific issues, and bring them back to the next Board meeting.

8. Regional Directors reports on website

JO reported that a member of his Regional Committee had requested sight of the Regional Directors reports that are currently inserted into the Board packs. All present were in agreement that the introduction of these had been for information purposes to assist NF, and were not for dissemination elsewhere. Because of this it was agreed by all that these would be taken out of the Board meetings as superfluous to requirement, and sent directly to NF.

9. Kent County Championships

A notice had appeared on the Kent website stating that the County was considering not registering next year's County championships, and asking for their members' response. In the County Articles as well as Rule Book 5 (Item 1:1) it specifies that all National, Regional and County Championships in all disciplines are by definition registered events, and NF was asked to write a letter to the County Secretary to this effect.

10. Caps for WESP team

Whilst attending the World ESP event in San Antonio, TRB had been asked if the CPSA would consider reintroducing "caps" to members of the team. As he understood it, this request referred to a virtual cap and not a real one. WAH replied that year badges are awarded to all England team members who represent the country and covers all the disciplines so he could not understand the reason for the request. All agreed the World ESP would be recognised as qualifying for a "cap".

11. Team Manager description and duties

In reply to a query raised by GW, JO (who is the England OTR Team Manager) stated that the Team Manager's job description and duties are all contained within the current England team handbook.

12. Correspondence

i) An e.mail had been received from Mr R Catchpole (88869) asking whether a Super Vet category was now recognised by the CPSA for the CPSA's own disciplines and if not, whether it could be considered. It was confirmed that such a category was only used in large International events such as the European DTL and the World ESP. There is currently no intention of introducing it as an additional category into our current categories.

ii) Mr S Hamblin (103781) had e.mailed enquiring whether it was within our rules for shooters to be allowed to drop out of a stand once they have started shooting, but before they have completed the round simply because they do not like the targets and then subsequently return at a later time to complete their card. It had been confirmed to Mr Hamblin that this would only be allowed because of a gun malfunction, and then only with the Referee's permission.

13. ABT target speed

TRB reported that he had been approached by two shooters at the EO ABT who commented that the current speed of the ABT targets is putting members off shooting the discipline as it is now the same speed as OT, and they proposed that it be returned to the old speeds in order to encourage more people to try it. All present were in agreement that it should be referred to the ABT Sub Committee, and RK undertook to bring their decision back to the Board.

14. Regional reports

Written reports had been received from the South East and the South West Region. JO stated that a meeting had been arranged for the 22nd June in an attempt to form a Hertfordshire County Committee. WAH reported that the North Region had not held a meeting since the last Board meeting.

15. A.O.B

i) Vehicles DJJ reported that he had not secured all the quotes, but would return to the dealer to see what was on offer. He would progress the figures that he obtains with NF or CP.

ii) Complaint A member's complaint, which should have been heard today, could not be progressed as KJN, who is a member of the appointed Complaints Panel, was not present.

The meeting closed at 4.20 pm
