

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

**Held at The Hilton Hotel, Swindon, Wiltshire**

**on Saturday 23<sup>rd</sup> March 2013**

**PRESENT:**

Mr TR Bobbett	Chairman/National Director
Mr WA Heeks	Deputy Chairman/ Regional Director – North
Mr R Kibblewhite	Regional Director – West Midlands
Mr J Offord	Regional Director – South East
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
Mr CD Butler	Regional Director – East Midlands

**GUESTS:**

Mr J Beard	haysmcintyre
Ms L Saunbury	Honorary Solicitor
Mr N Doughty	Barrister

**1. FORMALITIES**

TRB opened the meeting at 0905 hrs, and welcomed all present including our guests. He additionally confirmed that there was a quorum present. Apologies had been received from KJN and CDB.

Declaration of interest: None.

**a) Minutes of the 22<sup>nd</sup> January 2013 meeting**

It was proposed by RK and seconded by GW that the Minutes be accepted. All present were in favour.

**b) Matters arising:**

- (i) Item 13(iv) DTL Panel RK relayed the concerns of the DTL Panel in that they considered their views and comments were being largely ignored.
- (ii) Item 4a(iv) Rule Book Changes RK reported that the DTL panel felt again their suggestions on possible rule changes were being disregarded. The members of the panel had attended at their own expense and were aggrieved that suggestions made by them were being rejected, it appeared, out of hand. TRB enquired if discussion by the Board was being fed back, which RK confirmed that it was, as well as an assurance that serious consideration had been given to the proposals. JO stated that the Board had to consider the greater picture when proposals are made to them, and confirmed that he and RK would reassure the panel members that the Directors do listen. All agreed that panel members should receive their expenses for travel etc, but RK said that they had refused when he had offered it to them.

- (iii) Item 4c Commercial Update RK said that it had been reported that the lead time for *Pull* was excessive, some items being 'old news' as a result and that at least one major championship report had not been published. TRB commented that it appeared to be an ongoing issue which required a solution. NF said that Archant had acknowledged that they require people with more shooting knowledge, and he had received confirmation that the datelines will be kept the same as we had with Deesons.
- (iv) Item 13(iii) Enquiry from Police Force A course run by Christian Schofield had been held at Southern Counties SG, and was tailored to Avon & Somerset police requirements for 11.6 certificate training. It had been very successful, and NF was confident it had raised the profile of the Association. RK suggested we might offer such training to other police forces. If we are able to demonstrate how the Association is promoting safety etc, it is hoped that police forces would refer to us rather than use commercial organisations in the future. Currently the police cannot enforce a standard type of training prior to the granting of a shotgun certificate but it was agreed by all we should foster good relations with police forces nationally.
- (v) Item 9(i) Hire Vehicle DJJ reported that he had sourced more quotes, and we are now being offered a reasonable discount on a selection of vehicles of 2-3 months old. The minimum requirements for a vehicle were discussed. A larger transit type vehicle is required for approximately 6 occasions a year, whilst the remainder of the year a pool vehicle, such as a decent sized hatchback, would be sufficient. RW queried the possibility of a sponsor for this, and NF confirmed that SB was following up on some leads and has a meeting with one arranged within the next couple of weeks. One of the cars recommended to DJJ was a Ford S-Max which can accommodate eight people if required, and is available for a three month initial contract at a rental of around £100 per week, which NF confirmed was currently being spent on travel costs. Flexibility was also a priority requirement from a dealer, especially during the quieter winter period. All agreed it was worth pursuing, and DJJ would report back to the next Board meeting.

## **2. CEO report**

2:2 Staffing The database project is taking longer than anticipated, but the office is managing the workload well.

2:3 Governance The Association had a clear recommendation from the QC adjudicating at the EMRC complaint hearing that the Articles are in need of a major overhaul, and in particular the area relating to the election of the Chairman. NF proposed setting up a Governance Review Sub-Committee to commence the task, and would be attending a workshop on Monday organised by the SRA (Sport and Recreation Alliance). If the new Articles can be completed quickly then an EGM could be called and the new Articles would be effective prior to next year's AGM. Various sources of model Articles were discussed, but ND stated that professional advice would be needed as the Association is a Limited Company. RK suggested that it should be agreed what we want the Articles to comprise, and then leave it to the lawyers to prepare.

2:4 Insurance WWSI's new owners have acknowledged that the recent take over of the business had been handled badly, and the problems have now been resolved with GJ once again being our first point of contact. Tenders will also be sought for our insurance commencing 1<sup>st</sup> September, and NF will keep the Board updated on this. A company who understands a NGB would be desirable, and NF had met with Perkins Slade's new UK CEO who was very mindful that they had given us poor service, whereas customer service with WWSI has been very good. Additionally Perkins Slade have assured us that they are more open minded than before, and should they be successful in their tender, we would be managed by a different team. NF estimated that approaches would probably come from three or four companies.

LS commented that if cover for licence revocation could be incorporated within the package, it would be very much welcomed, although some members would be prepared to pay an additional sum for this. Members are under the illusion that they can obtain unlimited advice from LS under their current membership package, and she has assured them that the Association is trying to organise it. Under the current economic climate there are members who cannot afford the legal fees to take even a strong case and challenge the police in court. ND added that the police forces are fully aware of the cost implications to the shooter, and the fact that this will be too costly for many a member to pursue. NF said that this level of cover could be added as a bolt-on, but it would be more cost effective if it was included for everybody. WAH considered that members would probably be prepared to pay a small increase in their membership fees if they were aware that this was for the additional insurance cover and particularly if it enabled them to fight, if necessary, for their shotgun certificate. NF concluded that we will need to be very clear on the limit we would want imposed for this facility as the insurance companies will consider this an important factor in the tendering process.

2:5 Coaching Conference This event had been very well received, and excellent feedback obtained. The same venue has been booked for next year, but will be the weekend following the British Shooting Show which has been moved back a week.

2:6 Clay pigeon contamination of rape seed oil crops Informal results have been received which suggest that the contamination was due solely to clay fragments lying on the crop at harvest, probably induced by the extremely wet weather causing the crop to lie over and be more sticky than normal. We need to reinforce to shooting grounds that they should not be dropping clays over crops between bud stage and harvest. These crops should be rotated every four years, and the Red Tractor Scheme guidelines should be sent to the grounds.

2:7 CPSA Annual Awards The number expected to attend this evening's event is 119, but this may be affected by the bad weather. There are two new sponsors with three new categories, and John Perry will again comper the awards ceremony.

2:8 British Shooting update/England Development plan They are currently recruiting for a Talent Pathway Manager and a part-time England Development Manager. The facilities audit is now going ahead funded by Sport England. At the BICTSF AGM the question was raised as to who will replace Ian Peel on the Olympic Performance group. This is in hand.

2:9 CPSA Strategy Development There had been very little time in the last two months to advance this, plus input is awaited from the two directors who have not yet been available to contribute to the discussions. RK, NF and DJJ offered to continue the work already under way as soon as possible, probably meeting somewhere mutually convenient in the Midlands.

2:10 CPSA Annual Review This has been completed, and will be available on the chairs at the AGM as a document for members to refer to. It is also available on the website.

2:11 Collaboration with BASC over Coaching qualifications A meeting had been held recently with BASC to see if it was possible for our coaching qualifications and theirs to be more aligned. As a way forward we agreed to identify a recently qualified coach and a more experienced one to undertake their introduction and assessment days and they will do likewise with ours. Our likely candidate will be RW plus one other. It will be a useful exercise to see what correlation there is between their Assessment Day and our IDW. GW said that a meeting will be arranged to understand how they do things and how we do things before any assessments are agreed upon, whilst NF emphasised that this was a pilot only.

2:12 CPSA Corporate Challenge Cup This event will run on the 4<sup>th</sup> July at EJ Churchill Shooting Ground. There will be teams of four competing in a flurry format with an entry fee of £800 per team, and it is expected that a minimum number of 60 people will attend.

### **3. Management Updates**

#### **a) Finance Update**

NF reported that we are ahead of forecast at year to date. Membership at the end of January was 23623, down by 98 from last month, and Club membership was 365, an increase of 15 from the previous month. A number of questions had been received by CP from members on the year's accounts and she has answered them in detail to the members ahead of the accounts which will be presented at the AGM this afternoon,

RK said that the membership figures for Warwickshire had dramatically increased because of the Warwickshire College members who had recently joined. A short discussion followed on the merits of establishing contacts within other horticultural and agricultural colleges such as Merrist Wood, Harper Adams, Sparsholt etc as well as Universities.

#### **b) Operations Update**

i) Championships The number of entries to date in all the 2013 championships were included within SO's report, and will be updated as the season progresses. Meetings have been arranged with the grounds holding three of the major championships.

ii) Magic Replacement Project A few issues had arisen with the company undertaking the work on upgrading our IT system, one of which had been some changes of their staff and another necessitated a renegotiation with us over prices although this was contained as far as possible. We shall have an improved database which will allow us to understand in more detail our membership, plus it will be easier to extract the data, and upgrades have now been installed within the building, and testing will be carried out by PT over the remainder of the month. It has been decided that the re-classifications will not be carried out on the new system in June. It is moving ahead well, and is being regarded as a planned gradual introduction. Additional items in Phase 2 commencing in August will include score calculations. Shoot08 will be a bolt-on, and we should have greater access to data at championships when we can do it live. More routine work can and will be carried out on-line, and this will reduce the current workload for MS and LH.

iii) Policies The Child Protection and Adult Risk Policies are currently being reviewed in conjunction with British Shooting. When completed they will be sent out to shooting grounds as a template for their recommended use.

The Disclosure & Barring Service (DBS) which is a replacement for CRB and ISA checks is being amended later this year. From then onwards the certificate/report will be sent directly to the individual and not to us as the applicant. The member will then need to forward the original certificate (not a copy) to the Association, which we will return in due course. This change will enable an applicant to query any discrepancies it might contain before providing it to the potential employer.

#### **c) Commercial Update**

i) Events/Championships The British Shooting Show at Stoneleigh Park in February, which had cost us £5,000, had been a very successful event with 79 memberships being collected, 51 of which were new. Sponsors are confirming their support for this year's championships as well as the CPSA/NSCA World Sporting to be held at E.J.Churchill's in May 2014.

#### **d) Development Update**

i) Ground visits RW had supplied a report showing a list of the 13 grounds he had visited so far this year.

ii) Young Shots Days. Judged to have been a resounding success when these days were held last year, a further series has been organised for the Easter Holidays. As previously the Association is providing a £10 subsidy making the event cost to the young shooters circa £40 each. However, it is acknowledged that we cannot continue with this subsidy, and it is hoped that the grounds themselves will take up this mantle.

iii) Clubman Classic League Kent & Sussex League as well as the Hampshire League will run again this year, and we are looking to establish others with an aim of 5 being in place by the end of the year. Our involvement with the Schools Challenge will continue.

iv) Tri-Shooting Day This is confirmed for the 1<sup>st</sup> June during National Shooting week and is being arranged between ourselves and the NSRA. 80 people can be accommodated on the day, and will alternate between the NSRA and the NCSC.

v) Olympic discipline Have-a-Go days RW is in the process of organising these five events which will also be held during National Shooting week.

#### **4. Regional and County Championships**

In his absence CDB pre-requested that where a ground is holding a Championship in a minor discipline such as Single Barrel, that the ground be allowed to put on, say, a 100 target DTL event as well for commercial reasons. After discussion, it was agreed that this be accepted with the proviso that the Championship must be shot first, with the other event being shot afterwards so as not to provide a possible opportunity for practice or warm-up. This would apply to broadly similar disciplines such as DTL/SB/Double Rise or ESK/ESK Doubles.

#### **5. ESK Refereeing rules**

JO requested that referees who are officiating at ESK competitions should forfeit their right to enter the event in order to avoid being accused of "sabotaging" another shooter's score. The referee would be able to shoot the event as T/O but not be involved in the competition itself. Agreement was reached that it should be referred to the ESK panel, and WAH undertook to organise a meeting of same for a Saturday afternoon in the not too distant future.

#### **6. Rules Panel Members on Website**

JO suggested that the names of the panel members for the various disciplines should be placed on the website so members are aware who is representing a certain discipline on their Region's behalf. There was agreement from all present that this request would be referred to the Disciplines Sub Committee.

#### **7. Commonwealth Games 2014**

NF reported that for this event two competitors are required for each team, and it will be too late to leave the selection process until next year due to identifying training needs. Sport England do not fund the England teams which members feel is unfair when compared with the system for funding operated in Scotland and Wales. England is admittedly at a disadvantage, but there may be some money available from Sport England to fund a few training days. NF has spoken with Ian Coley and Kevin Gill regarding a selection process, and is trying to work towards narrowing down a training group from the selection shoots to be held this year who will receive additional support next year and before a final selection is made. It would need to be a very carefully balanced procedure as selections should be made not too early, but also not too late. There was also a debate on whether to include scores from championships held abroad.

JB said that Taekwondo was currently reviewing its selection procedures, and suggested that it should be made very clear in an explanatory list how selections will be made because other factors will come in to the discussion. He considered that the more objective you made it, the more queries may arise. DJJ was concerned that enough "wriggle room" be built into the procedure, and asked whether the decisions would be final or a shooter would have a right of

appeal. NF confirmed that there will be a right of appeal, and explained that we do not actually select the final team, but only nominate them and the shooters can then be rejected if it is considered that they are not up to the standard required. WAH reminded the meeting that the shooting team involves the NSRA as well as this Association.

#### **8. DTL Team selection**

RK brought back the recommendation from the DTL panel that the number of shooters invited to the selection shoots be reduced to 75 Senior and 15 Ladies, Junior and Vets as it was thought that some people who have previously attended were really not of a sufficiently high standard to be considered for the team. The reduced number of competitors will enable the number of targets to be raised to 150 each day for each competitor, making a total of 300 targets over the two days. With the Sponsors day also being included into the EO weekend, a further 300 targets will be allocated to each shooter with the exception of Juniors who are excused from competing on the first day making their target total 500. RK said that he had sampled applications for the 2012 DTL team and quoted figures showing that almost all had shot a large number of targets in the qualifying period and also in the calendar year. As a result it was considered that the cost of the additional targets in the proposed system would not be significant. It was therefore proposed by GW that the recommendation by the panel be accepted. This was seconded by DJJ and all were in favour.

#### **9. Online Petitions**

RK had spoken with PT in the office regarding the possibility of introducing Online Petitions on to our website following a suggestion from a member who wishes to obtain views on a particular topic. PT had confirmed that technically it would be possible. Guidelines would need to be established on how it would be organised, how long it will be on the website and how many signatures will be required before an item is brought to a Board meeting. RK suggested that if manageable it may be a useful way of gauging the level of support for a member's viewpoint, but DJJ stated that while the premise was laudable, it could become a double edged sword with regard to the running of the business of the CPSA. RK acknowledged that strict guidelines would need to be introduced, but in principle he would like the suggestion to be given further consideration. Whilst he did not have a problem with sensible and positive suggestions, DJJ considered that it would need to be controlled with a great deal of care and not inconsiderable thought, and a signed document would need to be produced laying out the rules. He also questioned how and by whom it would be managed. DJJ proposed that it be put on the Agenda for the next Board meeting, with NF preparing a short report on how we could use petitions. This proposal was seconded by JO and all were in agreement.

**ACTION: NF for report and Agenda**

#### **10. Pre AGM Discussion**

TRB confirmed that he and WAH intended to stand for their respective positions with CB also standing for the former. He considered that the proxy form would probably be a big issue at the AGM, together with various costs such as the East Midlands complaint from some quarters. RK also considered that the cost of the IT upgrade might also be queried.

#### **11. Correspondence**

A letter had been received from Mr.T.Deakin (40417) asking for consideration to be given to an additional category being awarded at all championship events including National, Regional and County level. His argument being that the Senior category is exclusively made up of male members aged 21 – 60 years of age and should therefore have its own title/trophy. Currently should a female, veteran or junior win the championship, they would not only take the High Gun trophy but would also be awarded one for their own category, making a total of two titles/trophies whereas a Senior could only be awarded the High Gun title.

RK confirmed that Warwickshire already follow this pattern by awarding a High Gun in addition to Senior, Lady, Junior and Vet, whilst GW suggested that the Senior title might be better named as Mens. All were in agreement to defer the discussion to the next Board meeting.

**12. Regional Reports**

West Midlands At the last Regional Committee meeting RK reported that concern was expressed with the costs of the hearing regarding the East Midlands complaint, as well as concern that no representative from Cheshire is attending the Regional meetings. There was a request to review training and organisation of courses, and members liked the idea of getting away from the old Academy. It was also noted that the new College membership is not being shown on the website.

South East GW stated that Richard Weller had been appointed the Coaching Co-ordinator for the Region, and queried whether it would be possible to have a part of the website dedicated to coaching within the Regions. NF said he would investigate the possibility, but could not foresee a problem.

North WAH confirmed that he would book a room for the ESK rules panel at Rugby, and asked DJJ to chair the meeting.

**13. AOB**

LS referred to the new Young Shots Log Book which had been included in the Board Pack, and expressed her concern that no mention of Eye or Ear protection had been included.

The meeting closed at 12.45 pm

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