

LSAC Committee Minutes

28/09/2023 | | Online | Online

Meeting called by	Katie Axup	Apologies	Absent
Type of meeting	Committee Meeting	Florence Levitt	Lily Green
Note taker	Ellie Noble		Patrick Phelan

Main Business

Chair – Katie Axup

Actions brought forwards

- **Tennis Centre Cupboard**
- **Toucan**
 - Follow up about non-recurve champs
 - Follow up about membership
- **Coaches**
 - Possibility of Laura coaching at competitions
- **Membership release dates**
- **Coaches meeting**
- **County coaches meeting**
- **Sports Bazaar**
- **Taster Sessions**
- **Beginner's Course**
- **LONGBOW**

Chair's report

- **Tennis Centre Cupboard**
 - Tennis centre has offered a hobbit hole in the tennis centre, a good size but not accessible during sessions as not off court one.
 - The tennis centre is only willing to pay for one shipping container, would require the club to pay for a second shipping container (approx. £1500).
 - Shipping container is shorter than the bosses
 - Tennis centre claim they require cupboard specifically for outside access.
 - Elaborate as to why merchandise must be stored in the cupboard?
- **Toucan**
 - Target faces will be provided for non-recurve champs
 - Membership information will be sent out once available
- **Membership release date**
 - Experienced membership has been released
 - AU is working on releasing Alumni membership
 - Novice membership will be released on 5th October at 6pm
- **Coaches / Coaches Meeting**
 - Meeting with Laura will be arranged after beginner's course
 - Coaching will now be done on a three week rotation (Monday, Tuesday, Wednesday) with each member assigned a day to receive coaching. Coaching day rotates with each week.
 - Groups A / B / C

- On non-coaching days individuals can ask for quick checks but no in-depth coaching will be provided.
- Several coaches at each coaching session (at least two paid coaches and two level one coaches)
- Coaching sessions will be including on a calendar
- For experienced members, a mental / goal setting seminar and a bow tuning sessions
 - Tuesday 17th October
- Check new experienced archers equipment and techniques upon joining
- **County Coaches Meeting**
 - Beginner's Bingo Card
 - Create badges as rewards for getting bingo
 - Non-score related achievements for novice archers
 - Give out after beginner's course
- **Sports Bazaar**
 - Hall is open from 8:00, stall should be set up for around 9:30
 - Katie to create Sports Bazaar helpers rota
 - AU is setting up an external room for individuals who may get overwhelmed during the Sports Bazaar, a member of staff may fetch a person from the stall to speak to them individually
 - Take information sheet with you
- **Taster Sessions**
 - Saturday taster session is still on the Loughborough Sport app as a bookable event
 - Worst case put a post on the Instagram telling people there is no taster
 - Taster sessions are Monday 2nd October and Tuesday 3rd October 20:00-22:30
- **Beginner's Course**
 - Committee introduction during the second session (11th October)
 - Need help during first few sessions with setting up on the range

Actions ongoing

- Rota for Sports Bazaar

Secretary – Ellie Noble

Actions brought forwards

- **AGB Membership**
- **Register Taster Sessions**
- **L&RCAA membership**

Secretary's report

- **Register Taster Sessions**
 - Done
- **L&RCAA membership**
 - Contacted secretary and got no response
- **AGB Membership**
 - Turns out AGB do not accept card payments for club memberships in any form so the club is required to pay membership by invoice
 - Andrew has reached an agreement with AGB that they will continue to cover the club until the invoice can be paid (30 days according to him)
 - However, secretary only has Andrew's word on this and is waiting for the agreement with AGB in writing.
 - Andrew has said he will try and get the invoice processed as quickly as possible.

Actions ongoing

- **Update discord roles**
 - Group A / B / C roles

- Carl automatically states which group is being coached and when on the morning of the session
- **Ask AU for AGB agreement in writing**
- **Email novices with a welcome message and discord link**
- **Remove non-returning members from the discord (mid October)**

Treasurer – Kate Watson

Actions brought forwards

- **Add handover document to OneDrive**
- **Merlin Order**
- **LONGBOW purchase**

Treasurer's report

- **Merlin Order**
 - Majority of Merlin order received
 - Some items still out of stock, will be sent when they become available.
- **Add handover document to OneDrive**
 - Done
- **LONGBOW purchase**
 - Longbow purchase has been approved as soon as money is available in the membership account (after novice membership gets released).

Actions ongoing

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Team Captain – Kieran Curson

Actions brought forwards

- **Research AU nutrition, physio and fitness program and present to coaches**
- **Funding coaching for Kieran and Florence**
- **Advertising competitions**

Team Captain's report

- **Research AU nutrition, physio and fitness program and present to coaches**
 - Information only relevant to 'pro athletes'
 - Contact in the AU to discuss further with
- **Advertising competitions**
 - Competitions that have already been announced
 - Published once experienced members have all joined
- **Funding coaching for Kieran and Florence**
 - Both have booked onto online courses
 - Should be reimbursed once membership account has money available
 - Scheduling meeting with AU to discuss them covering coaching fees

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Actions ongoing

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Equipment Officer – Florence Levitt

Actions brought forwards

- **None**

Equipment Officer's report

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Actions ongoing

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Tournaments and Records Officer – Lily Green

Actions brought forwards

- **Summer rankings**
- **Research foxes awards for the county**

Tournaments and Records Officer's report

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Actions ongoing

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Social Secretary – Lael Gilliver

Actions brought forwards

- **List of socials for the year to be displayed at the Sports Bazaar**
- **Booking to be made for socials**
- **Risk assessments**
- **Brainstorm ideas for tour**

Social Secretary's report

- **List of socials for the year to be displayed at the Sports Bazaar**
 - Socials will be listed on the calendar which is being displayed anyway
- **Booking to be made for socials**
 - Still need to confirm numbers for some
 - Call ahead for Bom Bom's social
 - Booking Laser Quest soon
- **Risk Assessments**
 - Bom Bom's risk assessment has been sent
 - Pub Crawl plan / risk assessment in progress
- **Welcome social form**
 - Form supposed to be filled in on Teams
 - Must be completed a week before the social takes place

Actions ongoing

- **Advertise socials at sessions**
- **Welcome social form**
- **Risk Assessments**
- **Make bookings for socials**
- **Add more detail to social list (dates / timings / locations)**

Welfare Officer – Patrick Phelan

Actions brought forwards

- **None**

Welfare's report

- **Team Talk / Moral Watch**
- **RAG Groupchat**
 - Primary communication with RAG
 - All charity donations / fundraising done through LSU RAG

- Events must be planned with enough notice to get the card reader from LSU RAG

- **AU Naked Calendar**

Actions ongoing

Media – Lucy Hubbert

Actions brought forwards

- **Sports Bazaar**
- **Newsletter**
- **Calendar**
- **Guest sessions with societies / groups**

Media's report

- **AU Social Media Weekly Spotlight**
- **Sports Bazaar**
 - Printing
 - All content has been printed
 - Stand layout
 - Image in committee chat depicting



- - Resources to bring
 - Blue tac
 - Safety pins
 - Pins
 - 40cm, Worchester, 122cm target faces
 - Masking tape
 - Scissors
- **Newsletter**
 - Newsletter to be release part way through beginner's course
 - All information to be sent to Lucy by 6th October
- **Calendar**
 - Includes socials, competitions and themed sessions
 - Halloween session
 - Internal club competition Portsmouth 4th November
- **Halloween Session**
 - Themed targets are in the cupboard / in tennis centre target box
 - Leave a couple of normal targets
 - Make sure everybody helps set up targets in plenty of time
 - Hanging targets – need string.
- **Guest sessions with societies / groups**
 - HeadsUp have contacted us to run a collaboration
 - Mental health organisation within the university

- Film a clip for them at the Sports Bazaar
- Themed session for Movember with HeadsUp for mental health awareness before November starts
 - Get people familiar with both HeadsUps and Movember
 - CARDBOARD OF STEEL!!
 - Committee challenges

Actions ongoing

- **Create bingo card**
- **Contact print services to print beginner's booklet**
- **Contact committee members for newsletter information**