

Managing systems to monitor club metrics to meet funders requirements

We have a number of metrics that we need to report on including total footfall, new footfall, attendances at satellite clubs, age, ethnic, female and disabled and with up to 1500 attendances in a month, we need to be very organised. We use google forms to collect the data, numerous inputters and the information is very easy to analyse! The figures are also reviewed at our management meetings to ensure we are on track. This data is also used to support 'cash look forward' projections, cost of individual venues, P&L projections for individual events, budgets for coaching, equipment maintenance and of course ground improvements. We also use the online accounting system Xero which works with our bank account and can keep all our financial metrics current.

Automated systems for booking tournaments & practice sessions.

Many of our tournaments (Club & Record Status) can now be booked online including payment. We have also introduced a booking system for one of our practice venues where we run 2 sessions. We use google drive and youcanbook.me

Membership

We continuously monitor our membership particularly those not regularly attending and those leaving to see if there are any lessons to be learnt. Information that coaches for example need to be aware of is kept up to date and shared on a need to know basis.



1st Aid

We keep a register of 1st Aiders and from time to time run our own programmes, many are subsidised.

DEER PARK ARCHERS LIMITED



Brochure 18 of 18
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The boring but essential stuff!

Like it or not there are a number of important activities that must be in place to protect all members and the Club and these responsibilities can become more onerous as a club gets bigger or more active. A number of those responsibilities are covered in other brochures, this document covers a few more that we invest time and effort in to ensure they are properly covered.

- ★ Risk Assessments
- ★ Compliance with Rules of Shooting.
- ★ Insurance
- ★ Security
- ★ 1st Aid
- ★ Managing systems to meet monitors required by those awarding grants.
- ★ Utilising automated systems for booking tournaments, club events including practice sessions.



Risk Assessments

With so many indoor venues as well as our own ground where we offer target, field & clout we actually have 14 separate Risk Assessments. To simplify them and avoid duplication we have produced generic indoor & outdoor assessments and then venue and event specific assessments. We have a further 3 assessments which are applied when working with specific groups of individuals (Eg. Special Educational Needs, Educationally Excluded Groups etc) and 4 assessments based on activity (Ground Maintenance, Equipment Maintenance, Catering etc). We use the Archery GB H & S Risk Assessment Framework. We have 2 appointed Safety Officers, both are on the main Club Committee.

Compliance with Rules of Shooting

Goes hand in hand with risk assessments, however an important topic in its own right. Both of these activities will be brought in to sharp focus with the new Archery GB initiative ensuring all grounds are registered. If things are being kept up together that initiative will be satisfied without the need for additional work. It is an ideal prompt to check that they are!



Financial Compliance

Ensuring that there is total transparency and traceability is essential, declaration of interest signed at every meeting, payments by cheque & BACS requiring multiple authorisation, financial decisions minuted, records kept are key processes. 2 recent Sport England Audits have proved that we have a robust system. Maintaining 3/5 year business plans linked to the club's development plans are essential if we are to compete for grants. See Brochures 1 & 4 for further information.

Insurance

★ Compliance with and awareness of the Archery GB cover for archers and coaches, many coaches taking out additional insurance through Sports Coach UK. Arranging the appropriate insurance for buildings, contents, machinery and additional insurance for operatives of that machinery may be prudent. The key activity here is to ensure the limitations of the insurance are understood and the requirements adhered to (eg. types of locks to be used, activities covered etc). We have taken out 2 additional types of insurance one to cover our site polluting adjacent areas (the site was an inert material landfill 25 years ago) and one to cover loss of access to our site. Both were one off payments. We ensure we keep our insurers informed of any changes.



Security

Until a recent event we did just enough (or so we thought), this was a lesson learnt and whilst we recognise that nothing is totally secure we have just invested £1500 in improving security. This is not even the real cost as we secured some sponsorship, donations and lots of free work by our volunteers.

We did not just dive in, we arranged a visit from Crime Prevention, did some research into what would be most effective for our situation (Remote site 350m back from road and adjacent to a public footpath) with one neighbour which is a recycling unit).

We went for the use of SmartWater, Sensors with dial out facility, telescopic posts restricting access to containers, electronic locks, additional gates to carpark, branding or etching as well. A real bonus was that our neighbour is installing a security camera for us that will allow us to view and record remotely from our telephones.

We have informed our insurer of new arrangements and hopefully reduce our premium!