

# South Bucks Archers



## Handbook



## **SOUTH BUCKS ARCHERS CONSTITUTION AND RULES** **(AS AMENDED SEPTEMBER 2017)**

The club will be called 'South Bucks Archers' (referred to hereinafter as 'the Club' or 'SBA'). The Club will be affiliated to the Grand National Archery Society (GNAS), the Southern Counties Archery Society (SCAS) and the Buckinghamshire Archery Association (BAA).

The Constitution and Rules of the Club shall not conflict in any way with the constitution and rules of the GNAS. Changes and amendments to this Constitution may only be made at the Club's Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) of the membership.

The address of the Club for all correspondence shall be that of the Club Secretary at the time.

The Club colours will be Green, White, Gold and Black as represented in the Club badge.

### **1. AIMS AND OBJECTIVES**

The aims and objectives of the Club will be:

- To provide a relaxed and social atmosphere where archers of all standards can practice and enjoy archery in all its forms and limited only by the extent of the Club's facilities.
- To actively pursue new membership from the local community in all age groups and abilities.
- To offer regular and structured beginners' courses to encourage participation in the sport of archery
- To source coaching by a GNAS registered coach as and when requested by members
- To run the Club on a business-like basis, ensuring that the Club is financially sound and able to cover all costs and improve with a growing membership.
- Ensure a duty of care to all members at all times

### **2. MEMBERSHIP**

The membership shall consist of members and an elected Management Committee (the Committee), which shall be responsible for the running and administration of the Club.

Application for membership shall be open to all persons over the age of eight years and all members will be subject to the regulations of the Constitution and, by joining the Club, will be deemed to accept these regulations and the codes of conduct that the Club has adopted.

Applications for membership must be written on the approved form and be accompanied by the appropriate fees. The Committee will have the right to refuse membership on any reasonable grounds, details of which will be given within twenty eight days of any failed application.

There will be four categories of membership:

- Full adult member: Any person over the age of 18. They will be entitled to the full use of the Club facilities and to vote at the Club AGM or any EGM.
- Junior member: Any person over the age of eight and under 18. They will be entitled to the full use of the Club facilities and to attend and participate in the AGM or any EGM but will have no voting rights. Junior members under the age of 14 must be accompanied by a parent or guardian whilst attending the Club and they must be responsible for the junior member's conduct and safety. Junior members over the age of 14 may attend the Club unaccompanied with the prior written consent of their parent or guardian and then only when at least two adult members are present.
- Associate member: Any archer who is already a member of another club, through which they pay their affiliation fees (their Parent Club). Associate members may represent SBA in competition only with the permission of their Parent Club. They will be entitled to the full use of the Club facilities and to attend and participate in the AGM or any EGM but will have no voting rights. Associate members will not be eligible to

become the overall Club Champion.

- Honorary member: Honorary Membership may be proposed and seconded as a motion at the AGM and granted, by a vote of the membership, in recognition of outstanding services to the Club. Honorary memberships will not be subject to club membership fees and will be subject to renewal at succeeding AGMs. Honorary Members will be entitled to the full use of the Club facilities and to vote at the Club AGM or any EGM.

All Full Adult and Junior Members will be affiliated to the GNAS and to the SCAS and the BAA.

Membership of the Club will terminate if:

- A member tends a letter of resignation to the Secretary
- A member's annual subscriptions remain unpaid after 30th September
- Membership is terminated under section 7

### **3. MEMBERSHIP FEES**

Club membership fees will be set by the Committee and recommended to the membership at the AGM. These club membership fees plus any relevant affiliation fees will comprise the annual club subscriptions, which will become due annually on the 1<sup>st</sup> September and must be paid by 30<sup>th</sup> September.

Membership fees for new members shall be reduced, pro-rata, on a half yearly basis. Members joining between 1<sup>st</sup> October and 31<sup>st</sup> March shall pay the full membership fees. Members joining between 1<sup>st</sup> April and 30<sup>th</sup> September shall pay 50% of the full membership fees.

Affiliation fees shall be due according to the levels in force for the relevant Association at that time.

All subscriptions and fees shall be paid to the Treasurer or their appointed deputy; any cheques to be made payable to South Bucks Archers.

### **4. THE MANAGEMENT COMMITTEE**

The Club will be managed through the Committee, which will consist of the officers of the Club as follows:

- Chairman
- Secretary
- Treasurer
- Bowyer/Equipment Officer
- Records and Tournament Officer
- Social Secretary
- An Ordinary Member

Only full adult members will be eligible to serve on the Committee, and only once they have completed 6 (six) months' continuous membership of the Club.

Officers will be elected annually at the AGM. All officers will retire at the following AGM but are eligible for re-election. Officers will serve for the full term unless:

- They tender their resignation in writing to the Secretary
- They are removed from office as a result of disciplinary action

The Committee may fill any vacancy that occurs, from the eligible membership, for the remainder of that term.

The Committee will be convened by the Secretary of the Club as and when required to conduct the Club's business but will hold meetings no less than 6 times per year. Minutes of any Committee meeting must be taken and approved as fact at the next meeting.

The quorum required for Committee meetings will be four elected officers. Any business requiring a vote may be passed on a simple majority of those present at the meeting and in all cases of deadlock, the chairman of the meeting will have a casting vote.

The Committee will have powers to appoint sub-committees as necessary and to appoint advisers to the Committee as necessary to fulfil its business.

## **5. FINANCE**

The Club Treasurer will be responsible for the finances of the Club and maintaining accounts of the Club's income and expenditure.

All Club monies will be banked in an account held in the name of the Club.

Any expenditure on behalf of the Club up to £50 will be at the discretion of the Treasurer.

Not fewer than three Committee members must approve any amount over £50.

Any cheques drawn against Club funds should be signed by the Treasurer and one other nominated member of the Committee.

The Treasurer shall present at the AGM a Statement of Accounts duly certified by an independent reviewer.

## **6. ANNUAL AND EMERGENCY GENERAL MEETINGS**

The Annual General Meeting of the Club shall be held on a date no later than the 30<sup>th</sup> September deemed most convenient by the Committee. Not less than 21 days notice shall be given to all Club Members. Items for discussion to be included in the AGM should be lodged in writing with the Secretary at least 14 days before the date of the meeting. The agenda for the AGM should be circulated to all members at least seven days prior to the meeting and only items on the agenda will be voted on by the membership at the AGM. Items brought up under 'Any Other Business' may be discussed by the membership but not voted upon. Votes by proxy will be accepted provided that such a vote is registered with the Club Secretary in advance of the start of the Meeting. Procedures for voting by proxy shall be distributed with the Agenda for each Meeting.

The AGM will receive a report on behalf of the Committee from the Chairman and a statement of the reviewed accounts from the Treasurer.

The AGM should then consider the points of the published Agenda, the last of which shall be the election of the Committee for the following year. Nominations for officers of the Committee should be received by the Secretary at least seven days prior to the AGM and must include the names of the proposer and seconder and the agreement of the nominee to stand. Members nominated in writing may be elected in their absence. Nominations from the floor for any post will only be taken if no written nomination has been received and the nominee must be present at the meeting and agree to stand.

The quorum for business to be conducted at the AGM or any EGM will be 7 (seven) voting members, or 25% of the membership who are entitled to vote, whichever is the fewer.

EGMs to conduct specific business may be called as required by the committee or by one quarter of the membership entitled to vote, their request to be made in writing to the Secretary and signed by the members concerned. Notice of an EGM, and the specific business concerned, shall be circulated to the membership by the Secretary at least seven days before the meeting and no other business may be conducted at that meeting.

## **7. DISCIPLINE AND APPEALS**

All complaints regarding the behaviour of any member of the Club should be submitted in writing to any Committee member.

The Committee is responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. If the member is a Committee member, then they shall not have a part in the discussions of the Committee, save to present their case when asked.

The Committee will be responsible for taking any disciplinary action required.

The Committee will meet to hear complaints within seven days, or as soon as is practicable, of a complaint being lodged. The Committee is empowered by this Constitution to interview and ask questions of any member regarding the complaint and, after due deliberation, to make a decision on the case. Any decision taken by the Committee in such disciplinary hearings must be passed by a two-thirds majority of the Committee members present at the hearing.

If required, the Committee will then take disciplinary action, which will take one of the following forms:

- Official reprimand: A written reprimand to the member concerned. No more than three reprimands may be issued to any individual over the duration of their membership.
- Suspension of membership: The period of suspension being entirely at the discretion of the Committee. Members under suspension will have no voting rights at the AGM or any EGMs
- Termination of membership: The offending member will be expelled from the Club and forfeit any subscriptions paid.

- The outcome of a disciplinary hearing will be notified in writing to the member against whom the complaint was made, and the complainant, within seven days of the hearing.
- Any member judged against at such a disciplinary hearing has the right of appeal to the membership at an EGM, any such appeal to be in writing and lodged with the Secretary within 14 days from the date of notification of the Committee's decision. The Committee will not enter into discussion of their decision with anyone but the concerned parties for that period of time, or until an appeal is heard at the EGM, when the Committee will present the case to the members. The membership will then discuss the facts of the case and, once satisfied that they have sufficient understanding, will vote to uphold or over-rule the Committee's decision; the motion being proposed by the Chairman and seconded by the Secretary. A simple majority will carry the motion and this decision will be binding to all parties. In the event of a tie, the Chairman will have a casting vote.
- Once disciplinary action has been upheld, the Committee may publish the facts of the case and their decision in any medium that they see fit.

## **8. DISSOLUTION**

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the Club that remain will become the property of Buckinghamshire Archery Association for distribution to any organisation that has similar aims and objectives to the Club.

## **9. RULES OF SHOOTING AND ETIQUETTE**

The Club will adopt the Rules of Shooting and Guides to Etiquette as published by the GNAS.

### **\*\*\*\*\* SAFETY \*\*\*\*\***

For your own and other's safety, please make sure you follow these simple rules:

Never load and draw a bow except when standing on the shooting line, facing the target

Never point a loaded bow anywhere except at the target

Never start shooting until you are given the signal from the field captain (single whistle) and you are sure that there is no danger to others

Immediately comply with the command 'FAST'. As soon as you hear the command FAST, stop shooting at once, bring your bow down and return the arrow to the quiver.

Once you have shot your arrows, retire behind the safety line with due consideration to archers still shooting

Never go in front of the shooting line unless given the signal by the field captain (triple whistle) and you are sure it is safe to do so

Never run, always walk towards the target. Look at the ground so as not to walk into or tread on any arrows that may have fallen short or bounced. Suitable shoes (not open toe sandals) must be worn whilst shooting.

Never stand close behind an archer who is pulling arrows out of a target – you may get an arrow nock in the face

Never let go of a drawn bow without an arrow in it (dry loose). This can seriously damage the limbs of a bow.

Be aware that even if you are drawing up an empty bow (for stretching, warming up etc), other people may not be able see that it is not loaded. Warming up exercises should be made obvious, away from the shooting line and the bow kept pointed away from other people.

### **\*\*\*\*\* ETIQUETTE \*\*\*\*\***

The following are the general rules of etiquette that we ask you to observe. A good archer:

Does not talk in a loud voice or create other distractions whilst others are shooting

Does not join or leave the shooting line whilst a neighbour is at full draw

Does not make any exclamation on the shooting line which might distract a neighbour in the act of shooting

When calling scores, does so in descending order in groups of three and waits for the scorer to confirm.

eg: '7,7,5' pause '5,5,3'

Does not go behind the target to retrieve their arrows before their score has been recorded

Does not walk up and down the shooting line comparing scores

Does not offer unsolicited advice or coaching

Does not touch anyone else's equipment without permission

Does not leave litter

If they break another's arrow through their own carelessness, pays for it in cash on the spot

Thanks the Target Captain/scorer at the end of each round for work on their behalf

**\*\*\*\*\* GENERAL \*\*\*\*\***

Please note that the entire school grounds are a No Smoking/ No Vaping area and a Dog-free zone.

Only soft soled, non-marking shoes should be worn in the hall.

Whilst we appreciate that an individual may be delayed for any number of reasons, we do ask that all members make every effort to attend club sessions in time to assist with the setting up and taking down of the equipment. This is especially important when shooting in the hall as we are limited to a two hour session. The more people helping means more time for shooting! In particular, if you can't make it in time to help set up, please stay and help take down.

If you wish a score to be entered into the club records, the score sheet must be completed correctly, in blue or black ink, signed by the archer and countersigned by a shooting partner and handed to the club Records Officer. Any corrections to the score sheet should be shown clearly in red or otherwise made obvious. Incomplete or incorrect scoresheets will not be entered into the records.

**\*\*\*\*\* COACHING \*\*\*\*\***

The club coaches are always willing to answer questions, offer opinions and give advice on an informal ad-hoc basis. Please ask if you want their help but please respect their shooting time if they are engaged in a scoring round. Generally, they will only intervene when asked unless they observe something inherently wrong and liable to cause undue risk or injury.

**\*\*\*\*\* YOUR COMMITTEE \*\*\*\*\***

South Bucks Archers is managed through a Committee of 7 Officers. These positions, incumbent and a few examples of duties undertaken to ensure the smooth running of the club are listed below. For further information on individual roles please contact the relevant committee member

**CHAIRMAN – Alan Crowe**

chairman@southbucks-archers.com

- To preside over all committee meetings in a fair and impartial manner.
- To act as mediator in any dispute that involves any contravention or misunderstanding of the clubs constitution or rules.
- To have the casting vote in the event of deadlock in any club business requiring a vote
- To present awards, badges, trophies etc.

**SECRETARY – Mary Blumbergs**

secretary@southbucks-archers.com / 07772 353920

- To record and produce accurate minutes of all committee meetings, AGMs and EGMs for future reference as part of the clubs records.
- To register members with the required local, regional and national authorities
- To deal with official correspondence

- To ensure the club complies with relevant legislation, eg. Club constitution, Data Protection Act, GNAS rules, requirements and guidelines etc

### **TREASURER – Sue Crowe**

treasurer@southbucks-archers.com

- To keep orderly accounts of the club's finances.
- The preparation and presentation of financial reports at all committee meetings and an annual report detailing the club's income and expenditure at the AGM
- Arranging payment of all costs incurred in the running of the club, eg. rent, equipment...
- Collection of membership fees, shooting fees and other fees

### **ORDINARY MEMBER – Peter Swann**

ordinary@southbucks-archers.com

- To be the first point of contact for any member who has concerns.
- To advise the committee on issues raised by members.
- To be approachable to all sections of the membership
- To act as the members' representative in all club matters.

### **RECORDS AND TOURNAMENT OFFICER – Kevin Gray**

records@southbucks-archers.com

- To keep an up-to-date record of round shot, handicap and classification of members
- To organise the annual Club Championship including field set up, awards, scoring etc
- To calculate the winner of the annual Club Championship
- To keep members informed of competitions and tournaments that may be of interest

### **BOWYER/ EQUIPMENT OFFICER – John Murphy**

bowyer@southbucks-archers.com

- To ensure club equipment is safe and usable
- To monitor club stock and order replacement equipment as necessary
- To maintain and preserve existing equipment as far as is reasonable
- To keep the club store in an orderly manner

### **SOCIAL SECRETARY – Leanne Medhurst**

social@southbucks-archers.com

- To organise social events of a shooting and non-shooting variety at regular points throughout the year.
- To purchase refreshments as and when required.
- To organise raffles and prizes as and when required

## Useful links-

### CLUB:

website- [www.southbucksarchers.com](http://www.southbucksarchers.com)

twitter- [https://twitter.com/SBA\\_Archery](https://twitter.com/SBA_Archery)

facebook- <https://www.facebook.com/SouthBucksArchers/>

online records- <https://archery-records.net/clubs/profile>

online shop- <https://www.zapkam.com/p/club-shops/archery/south-bucks-archers/>

### MEMBERSHIP:

Sport:80 - <https://agb.sport80.com/login>

### AFFILIATIONS:

Bucks Archery Association- <http://www.bucksarcheryassociation.org.uk/>

Southern Counties Archery Association- <https://scasarchery.org.uk/>

Archery GB- <https://www.archerygb.org/>