

GET INTO ARCHERY | HANDY GUIDES



# University Archery Clubs

A handy guide on getting started

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[WWW.ARCHERYGB.ORG](http://WWW.ARCHERYGB.ORG)

# Introduction

Daunted by the ideas of setting up an Archery GB archery club at your University? Don't worry, there is plenty of guidance and advice available from Archery GB, County Associations, and other clubs and archers.

There are nearly 70 UK university archery clubs with over 3,000 student members affiliated to Archery GB, catering for students just starting out in archery to those that perform on the world stage.

University archery offers something for everyone. It's a great sport to try as you can join a club with no previous experience! Competitions are open to archers of all levels and provide a 'novice' category so you can shoot against other people who have just started out too. For experienced archers, university clubs provide; regular shooting opportunities, access to competitions, and of course a fantastic social side to university life.

## How do I get involved?

Find out if your university has an archery club. If it does, the club will provide at least one beginners course at the start of the academic year.

If your university does not already have an archery club, perhaps look to set one up using the information within this guide as a starting point. The initial step is to approach the Student Union to talk through your plan to set up a new club. The club needs to be recognised by the University as the official archery club and be open to all students. You will then need some members. Gather a group of archers who have shot in Archery GB clubs before, or recruit new members by asking a local club or Archery GB Coach to work with you to deliver an initial beginners' course. Once you have people to register through your club, you are ready to contact Archery GB.

If you are ready to register a new University club, please email [membership@archerygb.org](mailto:membership@archerygb.org) and ask us to register the club, informing us of all the details of the new Club Secretary. We will arrange online access to a new club record.



# 1. Setting up a Club

## Archery GB Membership

The Archery GB membership year runs from 1 October to 30 September the following year and there is a one-off annual fee to set up a university archery club. Current membership fees can be found [here](#).

The annual membership fee needs to be paid to register the club as active. The Club Secretary can log into the club record, check members' details and renew them online. Members will then receive their electronic membership cards. If you renew members in batches, we are able to post out the plastic membership cards in batches, to the club address.

## Constitution

A club needs a constitution or set of rules. You are free to create a constitution that suits your own needs, providing always that the content of the constitution does not conflict with the [Rules of Shooting](#), the Memorandum and Articles of Association of Archery GB. It should also support the aims and objectives of the County and Regional Societies to which the club will affiliate and be approved by them.

There is a model constitution available to download [here](#) or approach your local County Association or other clubs who can also help. The constitution should be open and non-discriminatory. The constitution needs to be approved and adopted at the first meeting of the club committee.

## Roles

On a club committee, the Chairperson, Secretary, and Treasurer are usually the main roles. A University Club may have roles such as President or Captain. Clubs can have whatever roles they think necessary – Membership Secretary, Records Officer, Tournament Organiser.

Example job descriptions to tailor and adapt are available from Sport England's Club Matters resource – [www.sportenglandclubmatters.com](http://www.sportenglandclubmatters.com). Sport Scotland and Sport Wales have similar sites.

## Insurance

Archery GB will make the public liability and employer's liability insurance certificates available to clubs on an annual basis.

### Non-Students

Only current students who are registered and studying with your university would be covered by the Archery GB University Club membership fees.

If university staff, club coaches, alumni, spouses, friends of the club, or anyone else who does not study at the university requests to shoot with your club, please ensure they have joined Archery GB through another club, or as a Direct Member.

Direct Members would need to join their County and Region before joining as a Direct Member online. If you have members join your club who are not students at your university, and therefore have not paid the appropriate Archery GB membership fee, the insurance for all your members could be invalid.

## County and Region

It is part of Archery GB Membership that you join your County and Region. Counties and Regions support archery in the local area.

These organisations co-ordinate the Coaching networks in their area, disciplinary matters, the Judges at tournaments, the County Tournaments and Teams, junior/disability archery provision, and possibly other areas such as development of new archery opportunities.

Clubs should notify the County and Region of their members associations together with payment of these fees. To contact your local County and Region please click [here](#).

## 2. Club Administration

To improve our service to clubs and members, Archery GB has invested in a new membership system. To help our members and clubs, Archery GB has produced some step-by-step guides to using our online membership system. These can be downloaded here: <https://www.archerygb.org/members-portal/>

Only the designated person/people from the club committee have online access, so please ask the outgoing Secretary to contact Membership Services [here](#) if you need this person changing.

Once you have access to the online club record, please complete the following steps:

### Step 1 Compliance and online Disclosure

To comply with legislation and the requirements of our insurance we require clubs to complete an online disclosure each membership year. You will need to do this as the first step in the process and before you pay the club fees. Please choose **Attributes** and then **Add Attribute**.

### Step 2 Range Registration

Please register all the ranges you plan to shoot at – indoor, outdoor and any competition venues. This must be done according to if the range meets requirements of the Archery GB Rules of Shooting.

Select **Add Range Registration** under the Range Registration section of the club record. Clubs will also be asked to complete a short survey on their facilities to enable Archery GB to build a picture of the number of clubs that meet the minimum standard of the facility strategy.

We expect the majority of clubs to be able to complete the process quickly. It is a relatively short self-assessment process.

If your club considers your range not to meet the Rules of Shooting, please contact a Range Assessor [here](#) to come visit your club and complete a range assessment.

### Step 3 Payment

Please choose **Memberships > Renew** and select membership type you require: Uni Club or School Club. Then **Add and Checkout** which should enter the club renewal fee into the basket. Please select one of the following options to pay:

1. Pay online by using **stripe** the card payment option.
2. If you prefer to pay by bank transfer or cheque, then click the **Payment Advice** option.

**Please make a note of the Payment Advice reference number and use it as the BACS transfer reference, or write on reverse of your cheque.**

Once the payment has been received and reconciled by Archery GB, your club is active. You can now begin to renew memberships or add new members:

### Step 4

**To Renew existing members** - check their details and click the **Renew** button next to their name.

**To add a new member** – click on **Add New Athlete**.

When you are entering a new member, if the Membership System detects that they are already on the system, an advisory message should pop up for you. Under these circumstances, please contact Archery GB [here](#) and we can help.

## 3. Club Management

### Beginners' Courses

To be covered by Archery GB insurance, before your club can run beginners' courses, you must have paid your club's annual fee and renewed your existing club members.

Prior to becoming members of Archery GB, beginners are covered by Archery GB insurance for a maximum of their first six sessions. Therefore, you do not need to send in the details of novice archers or beginners who join your club until they have completed the beginners' course and joined your club.

Guidance on running beginners' courses can be found here: <http://www.archerygb.org/intro>

You may also want to refer to our Code of Practice for Archery Events [here](#), which outlines Have-a-Go and Taster sessions.

### Coaches & Judges

Archery GB welcomes anyone who want to become a coach or Judge, and the pool of officials should reflect our membership.

This will help the sport increase the diverse nature of participants, and attract people similar to other coaches and volunteers, improve the overall quality of coaching practice, broaden the choice of coach and increase the pool of people to recruit from.

Further information is available on the Archery GB website.

### Funding

Grant funding is available to sports clubs should they require additional equipment or coaches. There is an array of funding available for sports clubs. All the national sports councils have funding for grassroots projects which aim to increase participation in sport.

If you require support or advice, then contact Archery GB. Also, at a local level, County Sports

Partnerships, Sports Councils and/or local authorities may be able to provide guidance and support to help clubs make reasonable adjustments.

Archery GB has a Handy Guide to Funding, updated every 3 months.

### Facilities

No archery club can exist without a place to shoot. The options available will depend upon the kind of archery that you are contemplating. The majority of clubs start with target archery but some go directly into the field discipline. Wherever you shoot you must register each venue address in Archery GB's range registration process of shooting.

The Rules of Shooting guide you as to the space required and in particular the safe distances that must be allowed for overshooting, clear guidance as to the exclusion of the public from the field and the distances at which safety boundaries must be set. Adherence to the Rules of Shooting, emphasis on safety and Archery GB insurance can be helpful when negotiating the use of a suitable venue.

To be fully insured by Archery GB the club must also register their range and complete a disclosure online, as detailed above.



## 4. Competitions

Many university clubs are involved with a range of competitions, from local leagues to national competitions. Competitions are a great way to meet archers from around the country who have a wide range of previous archery experience.

Most university competitions include a novice category. This allows students who have commenced shooting within this academic year (1st September 2018) to compete against fellow students who are at the beginning of their archery journey.

Approximately a third of archers competing are in the 'novice' category.

There are five regional leagues in Britain for university archery that are run by students. These are very friendly shoots allowing many students to compete in their first competition as well as being very sociable events.

To find out more about these events UK Students Archery Association are a great starting point or get in touch with other university clubs in your area. Visit their website: <http://www.ukxaa.com>

There are two BUCS competitions a year; the Indoor and Outdoor Championships. The indoor championships are divided into Northern and Southern regional qualifiers before culminating in the indoor finals. The regional leagues and BUCS competitions are hugely popular and attended by all levels of archers.

In addition to these competitions there is also the annual British University Team Championships (BUTC) which is independent of BUCS.

## 5. Further Support

### Archery GB

Archery GB has a range of Handy Guides, resources and guidance – visit our website [www.archerygb.org](http://www.archerygb.org) or email [sport@archerygb.org](mailto:sport@archerygb.org) for further information.

### British Universities and Colleges Sport

BUCS is the governing body for university sport in the UK. BUCS organises competitions for 47 sports including archery. Working with the governing bodies for sport, they are also responsible for organising UK students for international university events.

Any BUCS related queries should be directed to the archery event coordinator Alice Robinson on [alice.robinson@bucs.org.uk](mailto:alice.robinson@bucs.org.uk)

### BUCS Archery Event Management Group

The Event Management Group are a group of experienced students and alumni who work with BUCS to organise and deliver the BUCS competitions. Any queries can be directed to [studentarcherycommittee@gmail.com](mailto:studentarcherycommittee@gmail.com)

# Appendix

## Checklist for Setting up an Archery GB University Club

- o Gather together some members. New members could complete a beginner's course with a local Archery GB Coach or help from a nearby Archery GB Club, or could be existing archers
- o Speak with your Students Union, and organise financial arrangements/bank account
- o Get some people together to cover the necessary roles, and form a committee
- o Decide on a club name and check eligibility with Archery GB
- o Contact County and Region and make arrangements to pay their fees
- o Write a constitution or adopt template available
- o Email [membership@archerygb.org](mailto:membership@archerygb.org) the name of the Club, and the full details of the Club Secretary - Name, Membership Number, personal email address, and official Club Address
- o Complete online disclosure, and range registrations for all ranges to be used
- o Add members online
- o Advertise new beginners' course(s)
- o Read the 'Handy Guide to Running a Club' for further advice and guidance



## Archery GB

Lilleshall National Sports & Conferencing Centre  
Newport  
Shropshire  
TF10 9AT

### General Enquiries:

Tel: 01952 677 888

Email: [enquiries@archerygb.org](mailto:enquiries@archerygb.org)

[www.archerygb.org](http://www.archerygb.org)



Archery GB



@archerygb

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