



Running a Club

Updated March 2014



Running an Archery Club

This booklet is intended to assist clubs by providing:

- An overview of the roles and responsibilities
- Where to get assistance
- Opportunities for improvement and development
- Templates/resources to assist you and save you time

If you find there are things missing or need more explanation, there are lots of other sources of help - your fellow club secretaries, the County Secretary, the Regional Secretary, and get in touch with the Archery GB office.

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1. Club Management

Club Roles

Like most sports clubs archery clubs are run by dedicated volunteers. Getting volunteers depends greatly on the ability to be flexible and to shape the job to suit the resources and capability of the individual; however it is a good idea to have job descriptions for every role.

Club meetings

The general management of the club, including ongoing decisions about expenditure, is done by the committee at regular meetings as laid down in the club's constitution. A sample constitution is available from the Clubs section of the Archery GB website.

Usually clubs meet monthly to ensure that the club runs smoothly and the management of the club can review the finances, action plans, tournaments or other development initiatives.

Minutes should be taken at all committee meetings and they should be clear and concise and be a true reflection of the discussions taken place. Decisions and any further actions should be clearly recorded and agreed by those present. It is a requirement of Archery GB's insurance policy that Have-a-Go's, Demonstrations and Beginner's Courses are noted in the minutes of a club.

Club Records

The overall responsibility for record keeping is usually the Club Secretary's. This is particularly important where there are legal implications e.g. in regard to lease and rental agreements. As the club grows, some of the record keeping will pass to other officers; such as a Records Officer for keeping track of the shooting records of members.

The more obvious elements of the records are the minute book, correspondence and the register of members, but there can be a wide range of other things, such as insurance policies, agreements, the trophy book, the club record scores book, bank accounts and so on.

Among the record keeping requirements is that of ensuring that Archery GB (and the County and Regional bodies) are informed and kept up-to-date about the details (name, address and telephone number) of the Club Secretary. Archery GB identifies the Club Secretary as the formal representative of the club for a number of purposes, including receiving official notices and voting at the AGM.

Data Protection

Collecting data from members – names, addresses, telephone numbers – requires the club to uphold a legal duty to handle this data sensitively – ensuring that it is kept securely and that it is destroyed appropriately when it is no longer needed.

Visit the Sport and Recreation Alliance's website for more details and support: <http://www.sportandrecreation.org.uk/smart-sport/communication/marketing/data-protection>

Club Annual General Meetings

The Annual General Meeting (AGM) serves the following purpose:

- To highlight the progress and achievements of the organisation over the past 12 months;
- To elect the Committee for the following year;
- To make any changes to the constitution.

The AGM is a great opportunity to make sure all your members feel part of a successful club. Try to make the meeting enjoyable – think about making the business part quite brief and follow with a social. Maybe a guest speaker or tournament would encourage people to attend. Your constitution should include regulations about your organisation's AGM.

Succession Planning

The main committee roles are often occupied by the same person for many years. Very few clubs think about what will happen if that person decides to 'retire' or step aside. Clubs need to plan for a smooth transition from one officer to another.

It is good practice to have role descriptions so that the person coming into the role has a guide for what the job entails. If you are the person leaving then think about the type of information you would like to receive if you were to volunteer for this position.

A handover meeting, if suitable, would be able to give the new person as much information as they want. Things such as any outstanding jobs to be done, top tips or a list of regular things that happen, key contacts and any documents or correspondence.

2. Membership

Membership year and fees

The Archery GB membership year starts on 1 October and ends on 30 September of the following year.

For the purposes of initial subscriptions, a new member is anyone who has not paid membership fees for more than 18 months even if they were a member of Archery GB at an earlier time. Conversely, anyone who paid a membership subscription during the last year cannot be treated as a new member.

The rates of subscriptions that apply are decided by the members at the Annual General Meeting (in April) each year and apply from the following 1 October and the new rates (if applicable) are available from the Archery GB website following the AGM.

For new members who join late in the membership year a pro rata fee structure is in place. Pro rata fees are only applicable to new members and not returning lapsed members, who should be charged the full year fee. County & Regional fees are set autonomously by the County & Regions and as such they will have made a local decision on their fee structure.

Archery GB renewal date for membership is 1 October but you will need to start the processes of notice and collection well before this date. County constitutions will typically set a deadline that has been agreed with clubs for the receipt of membership renewal forms at County level.

Membership Forms & Renewals

Prior to the new membership year, clubs are sent notification to update their members' details and inform Archery GB of any new members.

The Annual Return includes details of all members registered to that club. Clubs are asked to ensure existing members' details are correct and to complete/amend the various boxes to provide Date of Birth, allow the receipt of the Archery UK magazine, the Sport England Survey and whether members are Junior/Senior subscription. For those members not renewing, clubs should strike out their details.

Clubs are required to complete the 'Payment Summary & Membership Update' form to register new or transferring members. To prevent a new membership number being issued, members transferring to your club should have their existing membership number entered alongside their name.

The current membership subscription fees and Payment Summary & Membership Update forms are available on the Archery GB website.

For Annual Returns received by 1 September the Membership Services department will endeavour to process Membership Cards by 1 October. Returns received after 1 September will be processed in receipt order.

In order to ensure that all members of an en bloc club (Junior, Disabled & University) receive their membership cards, **all** members of en bloc clubs should be included on the Payment Summary & Membership Update.

For University Clubs it is not necessary to complete each member's home address as all the membership cards will be sent to the University contact address supplied.

Membership cards are sent direct to individuals. Missing addresses will prevent prompt card deliveries. For demographic purposes members' dates of birth are useful however, for junior members (under 18) a date of birth is mandatory.

The Annual Returns and Summary Payment & Membership Update forms should be sent to the Membership Services office, with a cheque payable to Archery GB for the correct amount. County and Region affiliation fees should be sent directly to the relevant County and Region.

To ensure that the information on membership cards is accurate, clubs should advise of their County and Region affiliations. To comply with the insurance regulations clubs are required to confirm that they will comply by the Archery GB Safeguarding Children, Young People & Vulnerable Adults Policy

From time to time, valued and trusted associates and sponsors might wish to communicate with clubs and individuals. Archery GB will only provide details to these third parties if given permission by ticking the Third Party Contact box.

To provide proof of membership and in advance of the arrival of their membership card, when club members have paid their fees clubs should issue them with an Archery GB subscription fees receipt. The receipt is available from the Membership Officer.

For questions associated with membership, please contact:

Helen Eccleston - Membership Services Officer

Direct Line: 01952 602790

Email: helen.eccleston@archerygb.org

New members

Providing for Beginners

The club may need to attract and retain new members for two reasons – continued existence and income. Enquiries may come from a wide variety of sources and you could be expected to do your best to accommodate beginners. If you are unable to help them directly, you should give them information to help them to find another club that can help.

The insurance provided by Archery GB covers beginners for the first six lessons that they receive at your club. If they wish to continue shooting after that, they must become members of Archery GB.

Lessons must be properly organised, the dates of the lessons and the names of the individuals receiving instruction must be entered into your minute book before the lessons commence and all shooting must comply with the Rules of Shooting.

Running “Have-a-Go” Sessions/Demonstrations

You could receive invitations to run “taster” sessions for various organisations or to run “have-a-go” sessions at local fetes etc. This is one way of recruiting new members to your club. The normal rules of shooting must be applied when you are judging whether the area identified for the event is suitable and safe. You can obtain the ‘Code of Conduct - Archery Demonstration’ and the ‘Code of Practice - Have a Go’ from the Archery GB website. These

documents set out the requirements which must be followed to comply with the insurance requirements.

3. Financial matters

Unless your club is a limited liability company, club officers and members should be aware that they are liable for the debts of the club. All the officers of the club have a duty of care in regard to financial matters and some of the more obvious issues are set out below.

Generating income

A new club has quite different financial problems from a well-established club. It is more dependent upon income from subscriptions and usually has not acquired any of the capital equipment needed to run a club. Start-up costs can be reduced by seeking grants and by using second hand equipment.

As well as a club annual subscription fee, one way of increasing initial income is to charge a shooting fee every time that an individual shoots. Once the club is established, other income can come from running open events. Talk to other local clubs about their budgets and you will quickly get an idea of typical income and expenditure.

You should not depend upon weekly shooting fees to cover the fixed expenses. If members do not come and shoot, they pay no shooting fee that session. Annual subscriptions should be set to cover all of the club's fixed expenses for the year. While shooting fees should be used to enable you to generate the extra funds required to build the club and its equipment.

Grants & Funding

There are many grants available to an archery club and they can be sourced locally, regionally or nationally. 'A Guide to: Funding' is available on the Archery GB website which details the main funding sources currently available.

Bank accounts

Clubs will need a bank account. Most banks have special accounts for clubs/organisations. Typically, such an account will make no charges. These special "club" accounts pay low levels of interest and may be complemented by a savings account to which surplus funds can be transferred.

Signing cheques

It is good practice to have three signatures with two required when signing a cheque. Typically, this is a requirement of funding bodies to ensure access to the club funds is not restricted to one person. The Treasurer, Secretary and Chairman are normally the three signatories.

Presentation of accounts

At each committee meeting the Treasurer can show the receipts and payments since the last meeting and for the year to date under headings agreed by the committee and showing an up-to-date balance.

The Treasurer will be responsible for ensuring that the accounts are audited in plenty of time and presented at the AGM.

Taxation & Structure

Your club is liable to pay tax in a variety of ways. Your club may wish to consider the Community Amateur Sports Clubs scheme and/or become a Company Limited by Guarantee or charity. Information is available on the Archery GB website regarding structures of clubs, but it is recommended that you seek professional advice before committing the club to one of these options.

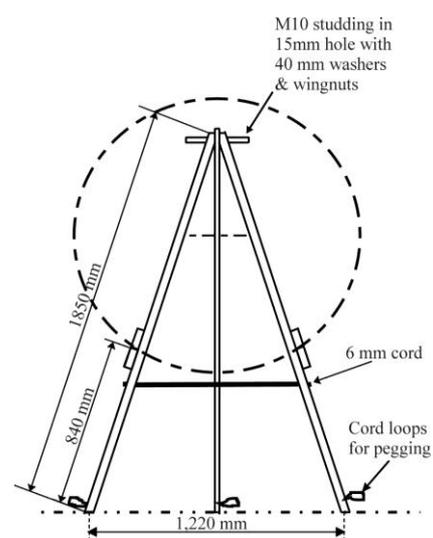
4. Running the Club

Equipment

Whatever equipment you are buying initially, consult someone with experience. There are plenty of lower priced practice bows and aluminium arrows in the archery catalogues but your new members should be discouraged from purchasing bows and arrows of their own until they have achieved reasonable competence using the club practice equipment. Target stands can be made, but they do need to be substantial since target bosses are getting heavier all the time. A simple do-it-yourself design is shown. It uses timber planed up to 60 mm x 40 mm for the front legs and 100 mm x 25 mm for the back leg. The only critical dimensions are the angle at which the target lies back (15 degrees) and the height to the pinhole (the centre of the target), which should be 1,300 mm but has a tolerance of plus or minus 50 mm. You will find many variants on this design and you are advised to make one and satisfy yourself that it meets your needs before using it as a standard pattern.

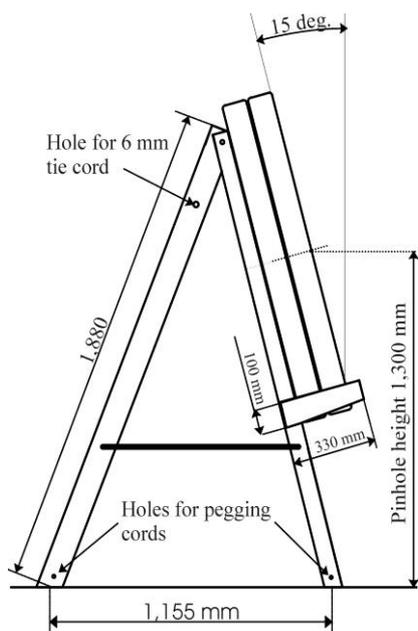
Covering the front of the legs with some tough, elastic material will help to protect them from arrow damage and prolong their life. Old cycle tyres are popular for this but discarded hosepipe from your local fire station is even better. The stand in the illustration is shown double bossed and it is worth making the boss supports long enough to do this since it allows worn bosses to be shot for longer. Adding a second boss increases the pin hole height by about 25 mm but some height adjustment can be achieved by moving the front legs closer together or further apart.

The stand is shown with a 6 mm cord restraining all three legs (polypropylene cord is entirely rot proof and lasts very well). Once you have set up the stand so that the target is at the right height and angle, thread the cord and tie knots by the legs so that it is easy to return to the same setting when next used.



There is also provision for cord loops at the foot of each leg to allow it to be pegged down securely when shooting outdoors. Finally, there is a hole towards the top of the back leg for a guy-rope.

Do not forget to secure the boss (or bosses) to the stand before shooting. Provision for this can be made by pushing string loops through the boss at points opposite the legs. You will need a heavy-duty bodkin that will stand up to being driven through the boss with a mallet.



When shooting indoors, the restraining cord will serve quite well to stop the legs from spreading, but a wooden triangle laid on the floor with all three legs inside it is better.

You may be able to purchase a few second hand bosses from a neighbouring club or your County Association. A used boss that is no longer good enough to use at a tournament will give decent service to beginners shooting relatively low weight bows and may in any case be significantly damaged only in the centre.

Coaching

Clubs are often started by a few people who are already skilled in archery. Occasionally, this is not the case and your County Association will be able to assist you to find the qualified coaches that you need to teach basic archery skills. Once the club has become self-sustaining, you may want to develop coaches of your own.

The County Coaching Organiser will be able to identify any courses that are running in your County or, through the Regional Coaching Organiser, put you in touch with neighbouring counties that have suitable courses. You should also look at the programmes being run near to you by sportscoach UK. They have many specialised modular coaching units that will help you in preparing to help e.g. people with disabilities.

See also 'A Guide to: How to Become a Coach' available on the Archery GB website.

Providing continuing development and interest for new archers

New archers will start by shooting at short distances, but as their skills and ambitions develop they will want to stretch themselves and move to longer distances. Enabling this to happen in a controlled way will maintain interest and avoid the despondency that can result from setting up a target boss at too long a distance and missing it continually. Many clubs operate improvement schemes that depend upon the archer being encouraged to reach a certain score at a short distance before moving on to the next longer distance.

Competitions

There are plenty of different rounds of varying distances and numbers of arrows shot, to enable the club to run one every weekend through the summer without repeating itself. One of the great strengths of many rounds is that they provide for archers of differing capabilities to shoot variants of the round at different distances. Visit a few local clubs and see how they do it. It is not difficult to organise a round on a “club” basis and it serves to get newer archers into the routines that they need to follow when they go to open shoots.

Encourage members to enter external shoots

One of the most pleasurable aspects of archery is the visit to another club to shoot an “open” round against all comers. First thoughts about doing this can be very daunting. Help your new archers to take the first hesitant steps into open competitions by assisting them with the entry form. Take them along as part of a club group and give them support before the start and during breaks.

Enter postal “league” competitions

You will find postal “league” competitions advertised, in which you can enter club teams to shoot against other club teams of similar capability. The events are conducted over a period of weeks; your results are posted to the organiser who in turn publishes regular results tables. League “champions” are awarded with badges and other prizes at the end of the series.

Organise “open” shoots

You may want to organise open shoots of your own and eventually move on to run shoots with record status and even world record status. All the information that you need is available in the Rules of Shooting, in the FITA Constitution and Rules and in the Tournament Organisers Handbook available from the Archery GB website. To gain experience of tournament organisation, offer to help with events being run in your County. Assistance is always required and there is nothing like actually doing something under someone else’s wing to give you the confidence to do it yourself.

Organise “friendlies”

Look for local clubs and organise friendly matches with them. You can do it on a handicap basis to even out the differences of capability. Organise some social aspects or a barbecue at the end of the shoot and do it on a home and away basis.

Organise social events

Most clubs find that they are helped to develop and grow if they provide some social activities in addition to the normal archery programme. A Christmas or summer-end fun shoot with prizes for fancy dress and decorated bows can be a good opportunity to present club prizes and awards and to bring into the circle family members who are not archers.

Clothing

Recognised dress is plain dark green and/or white. Any colour garments may be worn with the exception of blue denim, olive drab and further guidance is described in the Rules of Shooting

Encouraging members to wear club uniform can foster club spirit. A number of commercial companies manufacture garments such as polo shirts, sweat shirts, sweaters and track bottoms and on which your club name and a standard archery logo or a specially designed club logo can be printed or embroidered. Other local clubs will have contacts with these suppliers or they can be found from trade registers or the Internet.

Setting up and putting away

Not many clubs are lucky enough to be able to leave target equipment set up permanently and it is important to agree a system for putting up target stands, bosses and target faces etc. and for putting them away afterwards.

Few things cause more irritation in a club than the archer who always arrives just after setting up is finished and departs just before putting away starts.

New members need to be acquainted with the conventions on such matters; they should not be left just to find out about it. In particular they must be taught how to erect the equipment safely and how to secure it so that it remains stable, even in a strong wind.

Club rules

Arrangements for setting up and putting away are just one example of the many things that can become part of the club rules.

Club rules will depend upon local conditions and might include things like erecting safety boundaries and posting warning flags and even maybe look outs if there is a public right of way involved. They will include dealing with lost arrows, the control of shooting and so on.

The rules can be incorporated into a booklet so that they can be issued to all members of the club (particularly new joiners) and posted on the notice board.

Internal Communication

Once a club is established, it is a good idea to communicate with the club members through a regular newsletter, email or website. These can give details of club events and recording any achievements.

Developing a club website

Club websites are a great way of promoting and publicising your club. You can have up to date news and results on your site and also sell advertising space if the site becomes popular. Again, look at your members and junior's parents to see if there is someone who works in web design and may be able to design and update the site.

The secret of a good website is that you keep it regularly updated. You might want to consider publishing different pages with the following information:

- Introduction to the club - who you are, what you do;
- The range of activities offered by your club;
- Calendar of events such as coaching sessions, recreational events and trips, and competitions;
- Results and reports from recent competitions and events;
- Membership information - how to apply, eligibility, criteria;
- Contact information for key officers.

Promoting Your Club

Promotion brings your organisation to the attention of the 'market'. There are many forms, including displays, badges and stickers, club/organisation kit with logo, and paying for advertising space in the local paper. Promotion is not just an advertising campaign. It should also create a positive general public awareness of your organisation and its activities.

Publicity in newspapers and on radio and television is a form of promotion. Local newspapers and television companies are often eager to accept local news stories. Before starting your promotional campaign, make sure that your organisation can cope with the likely demand. If a large number of people suddenly apply to attend the next beginner's course, are you able to deal with this increase?

Handicaps

The scoring systems allow for every archer to have a handicap rating and you need to collect scores for this purpose just as soon as club members start to shoot recognisable rounds. The system is explained in detail in the Target Handicap Scheme – available from the Archery GB website. The handicap system allows archers of varying levels of ability to compete with each other on an equal footing in handicap events and provides an objective measure of the improvement of the performance of individuals.

Once the club is established you may want to appoint a Records Officer to look after handicaps and other score based issues. Initially the job could be done by the Secretary.

You may apply to Archery GB for a handicap improvement medal. This medal is loaned by Archery GB to the club. It is awarded each year to the archer achieving the greatest improvement in handicap rating. The winner's details should be sent to Membership Services by 31 January of each year and will be published in Archery UK.

Classifications

Running alongside the handicap scheme is a structure of classifications that enables every archer to receive regular recognition of improvement in performance. The arrangements are described in detail in the Classification Scheme section of the Rules of Shooting and cover Target Archery, Field Archery, Flight Shooting and Crossbow shooting.

The scheme is mostly in your hands and badges for 3rd Class, 2nd Class, 1st Class and Bowman classifications are awarded at club level. Scores for the achievement of the Target Archery

classifications can be shot on club target days or at any open tournament. You can obtain the necessary badges from many archery retailers. Classification requirements for Target, Field, Flight and Crossbow shooting are described in detail in the Rules of Shooting.

Applications for Junior Master Bowman, Master Bowman and Grand Master Bowman classifications must be made on forms that can be obtained from Archery GB office or website. There are limitations on the circumstances under which rounds qualifying for these higher classifications can be shot. In the case of the Junior Master Bowman, some of the rounds may be shot on club target days but it will be necessary for the Club Secretary to certify that the required conditions were met.

There is a separate classification system for indoor shooting, also described in the Rules of Shooting.

Field marking and maintenance

The arrangements for maintaining your outdoor ground will depend upon the agreement that you have for the use of the field and how it is used when you are not occupying it. It is important to be clear about what is expected of you and what is allowed by your agreement.

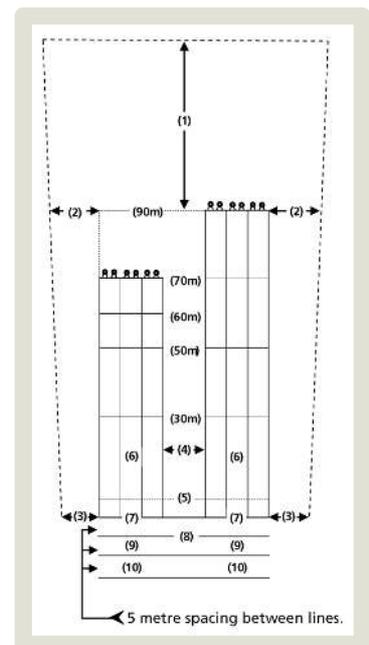
Rules on the use of fencing materials and on the use of materials for line marking can be the subject of strict legislation and you need to talk very carefully to your landlord before marking lines, erecting new boundary fences or other structures, removing trees or making any other modification to the ground. Even if you are not able to mark your field permanently, you may be able drive in pegs at strategic points to make temporary arrangements simple to set up.

Metal marker pegs can be found with a metal detector even if overgrown when you return to the field at the start of the season.

Refer to 'A Guide: Setting out an Archery Range' for more information, available on the Archery GB website.

Tournaments

Archery GB offers a number of ways of advertising any open or closed tournaments run by your club, County or Region. If you apply for and are granted "record status" you will automatically have your tournament entered into the Diary section of Archery UK. For a small fee non-record status tournaments can be entered into the Diary section of Archery UK. This will give you a three to four line advertisement in every issue until the date of the shoot. All tournaments are advertised on the Archery GB website.



Record status tournaments

World, European and UK records can only be established at shoots that meet the standards required to ensure that the scores have been achieved under uniform, comparable conditions. These are known as World Record Status (WRS) shoots or, in the case of UK records, Record Status shoots.

The criteria for WRS shoots are defined in the FITA Constitution and Rules. These criteria cover a range of awards that are available through Archery GB WRS shoots only when FITA criteria are applied e.g. FITA Star Awards, FITA Arrow Badges, FITA Target Awards and FITA Arrowhead Badges.

The criteria for Record Status shoots (including Rose Award, Clout and Flight shoots) are defined by the Society's Rules of Shooting.

Archery GB's Tournaments & Records Officer deals with all applications for record status and can provide information packs that set out all the information that you need to provide to have a shoot considered for record status.

Record Status applications should be sent directly to the Archery GB office, but WRS applications must be endorsed by your Regional Secretary. You must enclose the appropriate fee with your application. Your Region may pay part of the WRS fee so please check with your Region before sending in an application.

Some of the timescales for approval are lengthy and you should be thinking nine months to a year ahead if you are considering your first application for record status. County and Regional Officials can give advice about the practical issues.

Clout Tassel Awards

There are also Tassel Awards available for these clout events. These awards are recognised and approved by Archery GB but are administered by the Northern Region. If you wish to have Tassel Award status for your tournament you must apply directly to the Northern Region and pay the necessary Tassel levy directly to that Region.

Other shooting awards

Generally, it is for individual archers to claim the various awards that are available and they will usually do this on the day of a tournament using forms provided by the tournament organiser. Some awards are available for attainments on club target days or achieved partly on club target days and in these cases you, the Club Secretary, must sign the claim form to certify that the appropriate conditions were met. If in the case of a Club Secretary is putting in an award claim then they should get the Club's Record Officer to sign it off for them.

Among the awards for which you will be required to sign are:

- A six gold end on a club target day
- Arrow awards for Juniors

The appropriate forms are available to download from the Archery GB website or alternatively obtained from Membership Services office and the detailed requirements are described in the Rules of Shooting.

Annual Awards

There are several annual awards for achievement for which your club may make nominations and/or is entitled to vote. The winner of each of these awards is announced at the Annual General Meeting. An invitation to make nominations for the awards is displayed on our website and in the autumn edition of Archery UK.

The awards are:

The Toxophilus Trophy

Donated by the Civil Service Archery Association, this award is made annually to the Editor of the club, etc news magazine, newssheet, or other publication judged to be the best for format, content and presentation. To enter for the award, you must send to Membership Services four copies of at least two issues of your publication from within the same calendar year, with a letter explaining that you wish to enter for this award. The award at the AGM is for publications issued in the previous calendar year.

The Hartwell Trophy

Donated by Lord Hartwell, this trophy is awarded to "The Archer of the Year" – the archer considered to have given exemplary service to archery during the year ended 31 December, in any sphere of the sport – performance, administration, coaching, development of the sport, etc.

Each year your club will be invited to make a nomination for this award and to vote on the nominations received. Your nomination, including a citation of no more than 100 words, should be sent to Membership Services, to arrive not later than 1 January.

The Gussy Trophy

Donated by Mr Michael Bentine, this trophy is awarded to the wheelchair "Archer of the Year", the archer who is permanently restricted to a wheelchair and considered to have given exemplary service in any sphere of the sport during the year ended 31 December.

Each year your club will be invited to make a nomination for this award and to vote on the nominations received. Your nomination, including a citation of no more than 100 words, should be sent to Membership Services, to arrive not later than 1 January.

The Jack Flinton Helping Hand Trophy

This award is made for services to archery through coaching. Your club, or any individual in it may make a nomination, but the person nominated must be a qualified coach.

Your nomination(s), including a citation of no more than 100 words, should be sent to Membership Services, to arrive not later than 1 January. Nominations will then be considered by the Coaching Committee who will then make a recommendation for the award.

The Ascham Mazur Trophy

This trophy is awarded to the archer achieving the highest score in an American round (or the first round of a double American round) using a bow as defined in rule 202 of the Rules of Shooting (essentially: recurve; barebow or longbow) during the calendar year prior to the AGM. The score may be shot at a club target day or at a recognised tournament.

The individual claiming the score must make a submission to Membership Services not later than the last day of February preceding the AGM. The submission must include the original score sheet, endorsed on the reverse by both the archer and the tournament organiser, or by the Club Secretary if the score was made at a club target day, as follows: "Certified shot at (club target day or tournament), using a bow as defined in rule 202 of the Rules of Shooting".

5. The Archery structure

Archery GB is the body that is recognised by World Archery (the trading name of FITA) and Sport England & the British Olympic Association (BOA), as regulating the sport of archery in the United Kingdom. Much of what happens in your club will be guided by the rules and regulations of these bodies.

The Rules of Shooting

New clubs are provided with a copy of the Rules of Shooting and your club must conduct its shooting in accordance with these Rules. Further copies are available to purchase from the Archery GB online shop.

There is a structure of committees at County, Regional and national level which you can refer to if you have doubts about any of the Rules or wish to propose changes to them.

Except for urgent matters involving safety, the Rules are only amended every two years.

Proposals for change will normally appear in Archery UK with an indication of the deadline for comments and the address to which comments should be sent. You should also receive a prompt from your County Secretary. It is up to you and your club members to ensure that your views are expressed within the time scale set.

Changes that are agreed and approved are incorporated into the rules as of 1 April in even years, to dovetail with the biennial FITA congress – allowing incorporation of any rule changes by FITA.

The County Association

The clubs in a County come together for various purposes and you can get a view of the activities of the County by asking for a copy of the County constitution and attending County meetings.

County Associations will provide links to Regional and national structures; they will provide for the exchange of information between clubs in the County and encourage the formation of new clubs; they also provide:

- coaching and training at levels generally higher than can be supported by an individual club
- run County championship events
- support County teams and squads
- keep records of the highest scores shot in the County.

The role of your club in the County Association will depend upon what has been agreed between clubs in the County, but you can normally expect a place on the County committee and will be required to play your part in running and supporting County events.

County Associations represent a learning and development resource and can provide advice and support for clubs.

The Regions

Northern Ireland, Scotland and Wales have single associations or societies covering the whole of these countries. In England, there are six Regional Societies - Northern Counties, the East Midlands, the West Midlands, Grand Western and the Southern Counties. For the purposes of English team selection alone, the English Regions also support and manage a body called the English Archery Federation.

The Regional Societies do a number of things similar to those done by Counties, for example running their own championships. Also, they provide the critical mass needed for the support of training, assessment and certification of coaches and judges at higher level. Furthermore, Regions may be able to offer financial support for the start up or expansion of clubs.

Regions are run by a governing body consisting of representative of counties. You may be encouraged to play your part in the support of activity at this level and to attend the Regional AGM.

The Coaching Structure

Assistance with the coaching of club archers and with the training of Assistant Coaches and Coaches in a new club will come initially from the County Coaching Organiser and you should make sure that you receive details of the County Coaching programme. There will probably be a coaching squad at County level that your more able archers will want to join in due course. As the need for higher level coaching skills arises, the County organisation may not be able to run the courses required (if only because the County will not generate sufficient demand by itself) and the Regional Coaching Group and eventually the National Coaching Committee will come into the picture.

The Judging Organisation

Archery GB operates a system Judge training and qualification system. Judges are graded on the basis of experience and formal assessment. The level of judge(s) required to officiate at an event varies with the grading of the event. The requirements for judges at tournaments are laid down in the Rules of Shooting and in the FITA Constitution and Rules. If you are running an open tournament you will need to engage the services of the right number of judges of the right grade.

The total number of judges in the organisation is a relatively small proportion of the total membership. Where counties are not large enough to support the process of judge training and assessment, it can be carried out at Regional level. A list of Judges can be obtained from your Regional Secretary.

See also 'A Guide to: How to Become a Judge' available on the Archery GB website.

Archery UK

Archery UK is the official magazine of Archery GB. It is published quarterly and will be sent directly to all members, providing that their names and full postal addresses have been supplied.

Archery UK includes official Archery GB news, tournament diary, members' achievements (e.g. FITA Stars, Rose Awards, Records etc) and information from the various Archery GB committees, club news, shoot reports and items of general archery interest.

Clubs and club members can send in items for possible publication. The copy date for items to be received by the Editor is always printed on page 1 of the magazine.

World Archery

World Archery (or FITA) is the archery world body recognised by the International Olympic Committee and is the international organisation to which Archery GB affiliates.

World Archery publishes its own Constitution and Rules, setting out the requirements for world record status events and various subsidiary archery activities. In the UK clubs can take part in "imperial" archery rounds but also the metric based "FITA" rounds.

The role of an Elector

The membership of Archery GB is all those who have paid their subscription together with all those elected as honorary members. However, only one person is identified as representing the interests of your club and is known as the Club Elector. Unless your club takes specific action to notify Archery GB otherwise, the Club Secretary is the Club Elector for your club.

The Club Secretary will receive notices of any General Meetings. It is vital therefore that you keep your address and other appropriate personal details up to date with Membership Services, and similarly with your County and Region.

Voting at General Meetings

The content and conduct of General Meetings are described in the Memorandum and Articles.

The Club Elector is entitled to vote for your club at General Meetings. On a show of hands s/he is entitled to one vote. If a poll is called, clubs are entitled to one vote for every person who has paid a senior member subscription through your club. You may appoint any person who is a member of the Society to cast the votes of your club by proxy in a poll, but only the Club Elector may vote on a show of hands.

If you want to appoint a proxy, the notice of your intention so to do must be deposited with Membership Services not less than 48 hours before the meeting at which the proxy is to vote.

If you are unable to attend a General Meeting, it is important that your club appoints an alternative Club Elector who is able to be present at the meeting and participate in votes based on a show of hands.

Nominations for Elections

Your club has the right to make nominations for election to various posts:

- Nominations for the President, the two Vice-Presidents and Chairman of the Board must be received no later than dates as outlined in the Diary (see section 8)
- Nominations for Home Country Directors must be in accord with the rules laid down by individual Home Countries
- Nominations for all other Directors may only be made in conjunction with other Electors.

It requires the signatures of 30 Electors to make such a nomination and you will normally do this through your County and Region.

Voting at County/Regional Meetings

The voting arrangements will vary from Region to Region and County to County and you should read the appropriate Regional and County constitutional documents to learn your rights in these matters.

6. Developing your Club

Every club is different. Clubs differ in many ways – size, objectives, ethos and culture. Club development is often an overused word and some clubs shy away from it as they think it involves paperwork, bureaucracy and red tape. When in reality starting a junior section, running a new tournament, finding facilities and qualifying as a coach are all club development activities.

A guide to developing your club has been created to provide clubs with details on areas that Archery GB are assisting clubs and providing structure and vision for club development. The health of archery clubs will match the health of the sport.

Club development is not policy; it is a choice. Not all of the information will be relevant for your club, so cherry pick the information you need and only do what your club can realistically achieve.

Finally, information will point you in the right direction but remember, an individual will struggle to do everything - you will need commitment from the whole club.

7. Further information

There are a range of publications available for the use of clubs and individual archers. Some of them are free but others must be paid for. Please refer to the Archery GB website for more details.

These publications include:

- Archery GB Rules of Shooting and Memorandum and Articles of Association
- World Archery (formerly FITA) Constitution and Rules
- Archery GB Coaching Manual
- Archery GB Handicap Tables
- Archery UK magazine
- Tournament Organisers Handbook
- Code of Practice for Demonstrations & Have-a-go's
- Handy Guides to Archery
- See also the 'Members' section of the Archery GB website www.archerygb.org

Some of these items are available through the Archery GB online shop maintained by Clickers – www.clickersarchery.co.uk

This guide forms part of a series intended to provide information and guidance to archery clubs and volunteers. All are available on the website:

A Guide to:

- 1 Getting Involved in Archery*
- 2 Delivering Archery in Schools*
- 4 Developing School-Club Links*
- 5 How to Become a Coach*
- 6 Setting up an Archery Range*
- 7 Funding*
- 8 Part 1: Forming an Archery Club*
- 9 Part 2: Running an Archery Club*
- 10 Part 3: Developing an Archery Club*
- 11 How to Become a Judge*

8. Useful Diary Dates

1 January

- Pro Rata Membership Fees period commences
- Last date for making nominations to Archery GB office for the offices of President and Vice-Presidents

N.B. These appointments are for three years and two years respectively and so will not fall vacant every year

- Make entry for the Toxophilus Trophy
- Last date for receipt by Archery GB of entries for the Hartwell Trophy, the Gussy Trophy and the Flinton Trophy

31 January

- Last date to notify details of Handicap Improvement Medal winner

28 February

- Last date for receipt of Nominations for the Director for England.

N.B. Northern Ireland, Scotland and Wales; the English Regions and their County Associations will all have "local" dates for nominations for "home country" directors

- Last date for receipt by Archery GB of entries for the Ascham Mazur Trophy

1 March

- Last date for making nominations for the office of Chairman of the Board and for Chairmen of Committees and Directors of the Society.

N.B. each of these appointments is for a three-year period and so will not fall vacant every year

1 April

- Amendments to the Rules of Shooting take effect from this date in even years

30 April

- Last date for holding the Society's AGM

1 July

- Membership renewal paperwork sent to Club Secretaries.

1 September

- Last date for membership renewals to be returned to Membership Services to enable membership cards to be sent to members by 1 October.

1 October

- Start of Archery GB membership year
- President and Vice-Presidents elected at the previous AGM take office

31 October

- Last date for payment of subscriptions – clubs not renewing by this date may need to re-apply for membership.

31 December

- Calculate handicap improvements for the previous year



Archery GB is the trading name of the Grand National Archery Society, a company limited by guarantee no. 1342150 Registered in England.



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