



CONSTITUTION

OF THE

BOWMEN OF DANESFIELD

CONSTITUTION

THE BOWMEN OF DANESFIELD

27th June 2022

1. General Provisions

1. The Club shall be called The Bowmen of Danesfield, from now on referred to as the Club.
2. **The objects of the Club**
 - a. The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of Archery.
 - b. To ensure that all present and future members receive fair and equal treatment safely and securely.
 - c. To provide a relaxed and social atmosphere where Archers of all standards can practice and enjoy the art, science, and sport of Archery.
 - d. To stage tournaments and other events to raise funds for the improvement of the Club.
 - e. To encourage the development of the Archer's skills via training and coaching.
 - f. To actively develop and encourage the young archers in the Club.
 - g. To ensure the Club is run in a business-like manner and is financially viable.
 - h. To encourage a structure that allows for non-shooting members who may wish to donate time and effort to the running of the Club.
3. The postal address of the Club shall be that of the Secretary. Or, in the absence of a Secretary, the Chair.

2. Rules of Shooting

1. The Shooting Regulations as prescribed in the Grand National Archery Society, known as Archery GB 'Rules of Shooting', shall be accepted as governing the relevant branches of the Sport of Archery practised by the Club and its members.
2. Nothing will be included in this Constitution or Rules that conflict with Archery GB's.

3. Club Funds

1. The funds and property of the Club shall be vested in the Bowmen of Danesfield.
2. All monies and sums received on behalf of the Club shall remain the Club's property, and there will be no distribution of such funds amongst the members.
3. All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

4. Changes to the Constitution

1. The Constitution of the Club shall not be altered or amended except at the Annual General Meeting or an Extraordinary General Meeting of the Club.
2. Members wishing to alter or amend the Constitution shall submit such an amendment to the Secretary twenty-eight days before the General Meeting at which such a proposition is to be considered and shall be moved and seconded before any discussion.
3. Notice of such amendment shall be sent to all members entitled to receive notice of such Meeting.

5. Dissolution of the Club

1. Upon dissolution of the Club, any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.
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6. Membership

1. Membership of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs, except as a necessary consequence of the requirements of Archery.
 2. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
 - a. **Senior Members:** Any person aged twenty-five and over may be accepted as a member of the Club who has:
 1. Successfully completed an approved Introductory Course on Archery.
 2. Paid all necessary fees to the Club,
 - b. **Senior Members aged between 18 and 24(inc):** Any person between the age of eighteen and twenty-five may be accepted as a member of the Club who has:
 1. Successfully completed an approved Introductory Course on Archery.
 2. Paid all necessary fees to the Club,
 3. Provided proof of age qualification.
 - c. **Junior Members under the age of 18:** Any person under the age of eighteen may be accepted as a member of the Club who has:
 1. Successfully completed an approved Introductory Course on Archery.
 2. Paid all necessary fees to the Club,
 3. Provided proof of age qualification, whose parent or guardian has fully completed and signed Club consent forms.
 - d. **Associate Member:** Any archer over the age of eighteen may be accepted as an associate member of the Club, having:
 1. Paid all necessary fees to the Club,
 2. Is a fully paid member of another recognised archery Club, or is directly registered to Archery GB.
 3. Provided that by becoming a member, Associate Membership within the Club does not exceed 10%
 4. Associate Members are allowed to participate in club events but will not be eligible for any award nor set any club records or represent the Club at external competitions or events.
 - e. **Honorary Members:** Shall be any person whom the Club may wish to honour for distinguished service to the Club or the sport of Archery, may be elected at a General Meeting of the Club as an Honorary Member for Life or a specified period.
 1. Any Honorary member wishing to shoot is responsible for their own insurance, i.e. Archery GB Membership and competition fees.
 - f. **Non-Shooting Members:** Volunteer helpers who assist in the running of the Club,
 1. Approval of a Non-shooting member is by the Executive Committee.
 2. Volunteer Helpers will be logged on the risk assessment outlining the role/function they perform for the Club; this then covers them for insurance purposes with Archery GB's insurers.
 3. The Club Executive Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute.
 4. Appeal against refusal or removal may be made to the members.
 5. As a membership Club with Archery as a shared interest, it is incumbent upon every member to participate in the effective operation of the Club by undertaking either a designated role or task for the benefit of every member.
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7. Subscriptions

1. All members other than Honorary Members and Non-Shooting Members shall pay a subscription to the Club at rates to be determined from time to time by the Executive Committee.
2. Members will be notified promptly of any amendments to the published fee structure.

3. There are two types of fees: A membership fee to be a member of the Club and a shooting fee.
 - a. **Membership Fee**
 1. All Club Membership fees become due on the anniversary of joining the Club or twelve months from their last membership payment.
 2. This fee entitles the member to use the Club facilities and join in its activities; it also covers a membership fee paid directly by the Club to Archery GB, SCAA and GWAS on behalf of the member. The Club Membership fee provides the Club and Archer with insurance provided by Archery GB through its insurers.
 - b. **Shooting Fee**
 - a. All shooting fees are to be paid monthly, quarterly, or annually. A discount will apply for those archers wishing to pay quarterly or annually, irrespective of a member not being able to attend or as a result of clause (7. Subscriptions 3.b.1.a)
 - a. In principle, the facility is available to shoot 52 weeks of the year. There may be a minimum number of cancellations due to the facility being required by Danesfield School for its purposes or circumstances outside of the Club's control. These will be notified to members at the earliest opportunity.
 - b. Dates and times of shooting and any changes will be published on the Club website.
 4. Each member must ensure that all fees are paid promptly.
 - a. Any member whose membership fees are in arrears will not be allowed to shoot.
 - b. Any member whose fees are in arrears by 30 days will cease to be a member of the Club.
 - c. The Executive Committee will consider any extenuating circumstances; it is incumbent on the member to bring these to the Committee's notice at the earliest opportunity.
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8. Management

1. The management of the Club's affairs shall be entrusted to the Executive Committee.
 - a. Members with a designated role within the Club can be called on to advise the Executive Committee.
 - a. Voting shall be by 60% of those present with a minimum of three present.
 - b. At meetings of the Executive Committee, where a vote on any motion is tied, the Chair may use a casting vote.
 2. The Club Committees and Roles
 - a. The Executive Committee shall consist of:
 1. Chair
 2. Secretary
 3. Treasurer
 4. Coach Representative
 5. Technology Manager
 6. Safeguarding Officer
 7. Two further elected representatives who have a designated Club role.
 - b. The roles with details of their function within the Club are in Appendix Three.
 1. These roles may be added to or changed as determined by the Executive Committee in line with the needs of the Club.
 2. The persons undertaking Club roles except those of Chair, Secretary and Treasurer shall be allocated by the Club Executive to the most suitable applicant.
 3. Members shall appoint a Chair, Secretary and Treasurer at The Annual General Meeting, which shall determine the terms of their appointments from time to time.
 4. The Chair shall be elected (or re-elected) at the Annual General Meeting (but notwithstanding, shall remain in the Chair until the conclusion of the AGM if not re-elected).
 5. The Executive Committee may appoint sub-committees and delegate powers within stated and defined limits to such sub-committees.
 6. Non-Shooting Members acting as volunteers may stand for any role within the Club, including the Executive Committee members.
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9. Finances

1. Through the Treasurer, the Club shall prepare and present an Income and Expenditure Account to the Annual General Meeting for the twelve months ending on 1st October of the preceding year.
2. Members at the Annual General Meeting shall appoint a Financial Examiner annually.
3. A copy of the Income and Expenditure Account, duly certified by the Financial Examiner, shall be available at the Annual General Meeting.
4. A Bank Account shall be held and maintained in the name of the Club.

5. All cheques and orders withdrawing monies from the Account shall be signed by any two of the following Club officers, Chair, Secretary, or Treasurer.
 - a. Online payments are only to be conducted by the Treasurer, who the other signatories duly sanction.
 - b. The Treasurer is to provide bank statements and other account data as a regular account review to the Executive Committee.
6. The parent representative or any junior member shall not be responsible for any of the Club's finances or any matters arising from legal action taken against the Club.
7. Purchases on behalf of the Club shall only be made when sanctioned by an Executive Officer and a full receipt is obtained.

10. General Meetings

1. The Annual General Meeting shall be held before the end of June at a place to be determined by the Chair.
2. Not less than twenty-one clear days' notice of such meetings shall be sent to each Club member.

11. Extraordinary General Meetings

1. The Executive Committee or, at the request of eleven or more Club members, shall call an Extraordinary General Meeting.
2. Not less than twenty-one clear days' notice of such meetings shall be sent to Club members.
3. Notice of any Motion to be moved shall be sent to all Club members entitled to receive notification of the Meeting.
4. The Chair may exercise a right to summon an Extraordinary General Meeting of the membership for any reason requiring immediate action.

12. Voting and Quorum

1. At all Annual General Meetings and Extraordinary General Meetings.
 - a. Five members shall form a quorum.
 - b. Each Registered Member or, in the case of a Junior Member, their Parent/Carer shall be entitled to one vote.
2. At Annual General Meetings or Extraordinary General Meetings, where a vote on any motion is tied, the Chair may use a casting vote.
3. In the case of an emergency, the Chair, the Secretary and the Treasurer shall together have full powers to act.
4. Associate Members are not entitled to vote at any club meeting.

13. Club Policies, Rules, Procedures and Code of Conduct

1. A range of Policies, Rules, Procedures and Codes of Conduct will guide the governance of the Club and its membership.
2. It is incumbent on every member of the Club to adhere to the Club Policies, Rules, Procedures and Codes of Conduct.
3. The Club Policies, Rules, Procedures, and Codes of Conduct are attached to the Constitution but do not form part of the Constitution and may be added to or amended by the Executive Committee.

14. Discipline

1. A field captain or coach may, at any shoot, require an archer to leave the line if their conduct is deemed inappropriate.
2. The Executive Committee may at any meeting, by a two-thirds vote, invoke a Disciplinary Procedure (Appendix Two) on any member who it is alleged has violated the general rules of the Club as laid out in (Appendix One), or whose conduct is considered detrimental to the best interests of the Club.
3. Such a member shall be issued with a copy of the Disciplinary Procedure.

Club Policies

Safeguarding of children, young people and vulnerable adults

Definitions.

1. Children and young people refer to people under the age of 18.
2. Vulnerable adults are those over the age of 18 who may be elderly, physically and/or mentally disabled, or have learning difficulties.

We are fully committed to safeguarding children, young people and vulnerable adults by:

3. Ensuring that the welfare of children, young people and vulnerable adults is paramount.
4. Creating and maintaining the safest environment possible for children, young people and vulnerable adults participating in Archery.
5. Taking all reasonable steps to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse and exploitation.
6. Promoting an ethos which embraces difference and diversity and respects the rights of children, young people and vulnerable adults.
7. Creating a culture where bullying will not be tolerated.
8. Ensuring that offensive language, such as swearing, will not be tolerated in the presence of children, young people and vulnerable adults and will at all times be challenged.
9. Respecting the personal life, beliefs and religious faith of a Club Member at all times, regardless of their age, gender, colour or ethnicity.

The principles under which we conduct the Safeguarding Policy.

10. These guidelines are based on Archery GB's Policy for Safeguarding Children, Young People and Vulnerable Adults, which is mandatory for archery clubs to follow. The Archery GB Policy can be viewed on their website www.archerygb.org
11. As well as members this Code also applies to all visitors to the Club, including those participating in archery courses.
12. Abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. Abusers can be male or female. An individual might abuse or neglect a child, young person, or vulnerable adult directly or may be responsible for abuse because they fail to prevent another person from harming them.

13. The Safeguarding Officer, Archery Coaches and Instructors and any other Club Members with regular access to children, young people and vulnerable adults, and all those responsible for the Club's Safeguarding Policy within the Club will undergo a screening process.
14. The Safeguarding Officer is the first point of contact to report any concern regarding an abuse and can be contacted by email: safeguarding@bowmenofdanefield.co.uk. Alternatively, the Club Secretary may be contacted.

The Responsibilities of all those involved with the Club.

15. It will be the responsibility of every Club Member and the parents/guardians of children and young people attending the Club to ensure the safety and wellbeing of everyone while participating in Club shooting sessions and other Club events.
16. A Junior Consent Form outlining conditions of membership and contact details and any relevant medical conditions must be completed by the parent/guardian. The Junior Consent Form **may not** include email addresses or mobile phone numbers belonging to members that are children or young people.
17. If a child, young person, or vulnerable adult has a medical condition which may in any way affect their shooting, they should inform either the Safeguarding Officer or an Archery Coach, who will advise the best course of action. This will be dealt with confidentially where possible.
18. For juniors under the age of 10 years, a parent or designated responsible adult must be present at all Club archery sessions and events and will be responsible for the care of that junior.
19. If an adult responsible for a junior-aged between 11 and 18 years wishes **not to remain** with that young person during any Club archery sessions or events, they must agree to the following conditions:
 - They must remain with the young person until the session or event commences.
 - They must not leave the young person without gaining the prior consent of the Club's Secretary, Archery Coach, Club Secretary or Safeguarding Officer.
 - They must collect the young person at the end of the session or event at the time requested.
 - If a parent/guardian wishes to allow a young person to leave on their own, they must provide written consent in advance.
20. No one is permitted to shoot while under the influence of alcohol. Adults may consume a moderate amount of alcohol at social Club events only after shooting sessions have ceased and all shooting equipment has been safely locked away. Adults may never offer or purchase alcohol for people under 18 years.
21. Children, young people and vulnerable adults may not be taken on car journeys by any Club Member. Parents or guardians must provide all forms of transportation. If cases arise where this situation is unavoidable, it should only be with full knowledge and consent of someone in charge of the Club and the child's, young person's or vulnerable adults' parents and/or guardians.
22. Members who are children, young people or vulnerable adults may only shoot when supervised by at least two adults, one of whom must be an Archery GB registered Club Member. At least two adults must be present when young members or vulnerable adults arrive and until they have all departed. If only two adults are able to be present, then only one may shoot at any one time.
23. For safety reasons, a contact list of all children and young people being Members is accessible at the Club during shooting sessions and all Club events.
 - a. This list will only be accessible to the Safeguarding Officer, Archery Coach/Instructors and the Club Secretary - in cases of emergency, other specifically designated Committee Members may have access to the list.
 - b. No personal contact or correspondence with a child or young person should take place.
 - c. All email, phone, mail and discussions relating to Club matters with a child or young person must be through the parent/guardian, except in the training environment.
24. The Club only permits photographs, videos, or other images of children to be taken with the consent of the parent/guardian/carer and the child, which must be sought before the photograph is taken.
 - a. We will take all necessary steps to ensure that these images are used solely for their intended purpose (i.e. Club website, Social Media, Club newsletter, Club publicity).
 - b. Permission to use these images must be gained in all cases from the parent/guardian. (See Social Media Policy 6)
25. No one should engage in rough, physical, or sexually suggestive games at the Club with any child, young person or vulnerable adult.
26. Any physical contact with a child, young person or vulnerable adult should be made in an open and non-threatening manner, kept to a minimum, and always with prior agreement. When coaching, it might be necessary to touch an individual. The coach should always ask if it is ok first or preferably find an alternative way of demonstrating the principle.
27. Any sexually suggestive comments made by adults to children, young people or vulnerable adults are considered inappropriate, even in fun, and should not be made.
28. No one may reduce a child, young person, or vulnerable adult to tears as a form of control.
29. Any accident involving a child, young person, or vulnerable adult, however minor, must be reported to the Club Secretary or Safeguarding Officer and recorded in the Club's Accident Book, and the parents/guardians must be informed of the incident as soon as possible.
30. In case of an emergency where outside medical assistance or hospitalisation was required, the Safeguarding Officer, Coach or another responsible adult would contact the parent/guardian. If this is not possible, a decision will be made on the most appropriate course of action.

Reporting Procedure

31. All allegations of abuse, irrespective of how trivial they may seem, must be reported to the Safeguarding Officer.
32. If anyone suspects that a child, young person, or vulnerable adult is being abused - be it sexually, physically or emotionally - or neglected, either within or outside the Club, they should inform the Safeguarding Officer. It is not the responsibility of anyone involved in Archery to decide that a person is being abused, but **they must** act upon their concerns.
33. Any concerns regarding the welfare of a child, young person or vulnerable adult should be reported to the Safeguarding Officer **immediately**.
34. Any complaint made about a Club Member will be dealt with in a timely and confidential manner and in accordance with the Club's Constitution and Disciplinary Code and Archery GB's Policy for Safeguarding Children, Young People, and Vulnerable Adults.
35. The Club Safeguarding Officer must refer the matter to the Club Secretary or other appropriate Club Committee Member. They must also inform the Police and/or Social Services regarding a case of possible abuse and the Archery GB Child Protection Officer by phone without delay - an Incident Report Form will also be completed within 24 hours.
36. If the incident is not serious and can be resolved at the Club level, it should be referred to the Archery County/Regional Officer and then, if necessary, to the Archery GB Child Protection Officer.
37. Where a complaint has been made against a Club Member, a written acknowledgement will be sent immediately to the person making the complaint by the Club Secretary. Every effort will be made to inform all parties concerned about the outcome of the investigation, in writing, within 30 days.
38. Every effort will be made to ensure that confidentiality is maintained for all concerned.
39. For detailed guidance, refer to Section 4 of the Archery GB Policy - the Safeguarding Officer keeps a copy; it is also available to view on the Archery GB website www.archerygb.org.uk

Never dismiss what a child, young person or vulnerable adult tells you as "lies" or "exaggeration" - the worst possible thing you can do is ignore it.

If a child, young person or vulnerable adult tells you about abusive behaviour:

- * React calmly so as not to frighten the person.
- * Reassure the person that they were right to confide in you.
- * Make sure that you understand exactly what is being reported - listen carefully and ask questions only to clarify facts or words that you do not understand. Do not speculate or make assumptions or judgements.
- * Do not make promises to the person making the disclosure that you may not be able to keep - tell them you will need to inform others and write things down to help them.
- * Do not make comments about the alleged abuser.
- * Do not approach the alleged abuser.
- * Report what you have been told immediately to the Safeguarding Officer or Secretary.

Some useful contact numbers are:

NSPCC Helpline - 0800 800 5000 (24 hours)
ChildLine - 0800 1111 (24 hours)
Police - 101
Child Protection in Sport Unit - 0116 234 7278
Children's Social Care – 0300 123 2224 or by email at childrens@somerset.gov.uk
Archery GB Child Protection - 01952 677 888

Whistleblowing

1. The Club is committed to the highest principles of honesty, integrity, accountability and operating legally and ethically.
2. The Club will investigate promptly and thoroughly any suspected wrongdoing. As we believe the best deterrent is for everyone to know that misconduct will be reported and that the wrongdoer will be held accountable for their actions.
3. The Executive Committee has overall responsibility for the policy on whistleblowing.

Fraud detection and prevention

1. The Executive Committee is responsible for taking reasonable steps to prevent fraud, including the review of financial procedures and the accounts of the Club.
2. The bank mandate shall include the three senior officers of the Club, and two signatories should be required for cheques.
3. Online payments are permitted by the Treasurer with the agreement of the signatories and should regularly be reviewed as part of the accounts review.
4. If any member or committee member suspects fraud may have occurred or been occurring, they should report this to the Committee under the terms of the whistleblowing procedure.
5. Where the member believes that the committee members to whom a report would be made are involved in the suspected fraud, a report should be made to Archery GB for investigation.

Equality

1. This Club is committed to the Archery GB equity policy, ensuring that equity is incorporated across all aspects of its development. In doing so, it acknowledges and adopts the following Sports England definition of sports equality:
"Sports equality is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society."
2. The Club respects the rights, dignity and worth of every person. It will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, or social/economic status.
3. The Club is committed to everyone having the right to enjoy their sport in an environment free from the threat of intimidation, harassment and abuse.
4. All Club members are responsible for opposing discriminatory behaviour and promoting equality of opportunity. Any incidence of discriminatory behaviour will be dealt with according to Club disciplinary procedures.

Data Protection

1. The Club and Committee will take all reasonable steps to protect the personal data held and required by the Club and its members for the administration of the Club and its legal obligations and communications.
2. The Club is affiliated with Archery GB, Somerset County Archery Association and Grand Western Archery Society. As members of the Club, when joining or renewing your membership, we will submit to them only your relevant personal information. (If you are concerned about how they handle your data, please check with each organisation.)
3. The Club will not sell or pass to any third party other than in its ability to provide its services or the services of its website or provide its communications, the personal data it holds other than any legitimate legal request. (See the Privacy and Cookie Policy on the website.)
4. Personal data will be held while you are a member of the Club
 - a. Upon leaving the Club, your data will be removed after six years unless you have requested to be informed of club activities.
5. Data held, and communication with a junior member shall be, where practically possible, through a parent/guardian.
6. Members are responsible for ensuring the accuracy of the information we hold; any changes should be notified to an Executive Committee member.

Social Media

1. The Club encourages the use of Social Media and its website as a means of communication, information and promotion of the Club. It is, however, incumbent on the members to exercise responsibility in everything it does related to the Club, particularly online.
2. It is essential that members' online use does not bring the Club into disrepute by using inappropriate language or not respecting other users, be they Club members or not.
3. Each member must think before posting about the legality and impact of their actions on the Club, themselves and others, now and in the future.
4. Care must be taken not to infringe any Intellectual Property rights as this could have legal implications for the member and the Club.
5. Only official Club email addresses are to be published online.
6. Post to Social Media images or videos of any Adult member where permission has been given. No pictures or video of Junior members is allowed to be posted except where the Executive Committee has received explicit consent from the parent or guardian that the image/video can be posted.
7. You must not disclose any personal information about the members that may breach data protection laws.

Key Holder Policy

1. A signed Key Holder Authorisation form must be completed and approved before a Key can be issued.
2. Each Key Holder is to have been a member of the Club for a period greater than twelve months except when approved by the Executive Committee.
3. Each Key Holder is to be made aware of their safety and security responsibilities to the Club and the School.
4. No junior archer, associate, or volunteer is to be given the responsibility of being a Key Holder.
5. No attendance is permitted to the School premises except at the designated Club Times, except in exceptional circumstances for safety, security or authorised by an Executive Committee Member.
6. A Main Key for the stores and gates and a key for the Blue store will be issued upon approval.
7. The keys to the Gym and the PA Toilets are located in the relevant Key Safes.
8. The Key Safe codes are to be issued to the Key Holders.
9. Keys and Key Safe codes are not to be shared with family members, members of the public or other members.
10. Access to PA Toilets is to be by an authorised Key Holder, who is responsible for securing the premises after use.
11. The Key Holder opening up the premises is responsible for ensuring the premises are secured at the end of a session unless another Key Holder present agrees to take on that responsibility.
12. Lost keys are to be reported at once to an Executive Committee Member.
13. Keys are to be surrendered upon request and returned to an Executive Committee Member once membership is cancelled.

Code of Conduct

Safety

Club Members will:

1. Always put the safety of themselves and others before everything else.
2. Act responsibly at all times to protect the safety of themselves and others.
3. Never participate while under the influence of alcohol or drugs.
4. Respect the line captain and abide by their instructions.
5. Only place an arrow in the bow when on the shooting line and pointed at the target.
6. Never wear loose-fitting upper garments or open-toe footwear.
7. Disclose to the Executive Committee any medical condition that may affect their own or the safety of others.
8. Ensure their equipment is maintained to the highest safety standard.
9. Accept that the equipment officer or line captains may ask you to remove yourself from the line if they suspect your equipment is not up to standard.
10. When using club equipment, check it is safe and notify the equipment officer if a defect is found.
11. When using club equipment, do not alter it without the express permission of the equipment officer.
12. Ensure that they and others are only participating in an activity appropriate to their age, ability and experience.
13. Never dry fire a bow.

Respect and Fair Play

Club Members will:

1. Adhere to the Archery GB Rules of Shooting and the spirit of Archery.
2. Display and promote the highest standards of behaviour.
3. Wear club colours at tournaments.
4. Wear soft-soled shoes in the gym and stout shoes outside.
5. Not cheat, complain or waste time and always promote fair play.
6. Endeavour to be on time to help set up and take down the range.
7. Never engage in or tolerate public criticism of the Club or any of its members.
8. Never engage in or tolerate public criticism of any judge or official.
9. Never engage in or tolerate bullying, intimidation or harassment.
10. Never engage in or tolerate offensive, insulting or abusive language or behaviour.
11. Respect the confidentiality of others.
12. Help, respect and include every Archer of whatever age and ability, treating everyone equally.

Appendix One

The general rules of Bowmen of Danesfield

1. All archers, when shooting, must be able to produce their Archery GB membership card to evidence that they hold adequate insurance.
2. The Club actively pursues the shooting etiquette as specified in the introduction to the Archery GB Rules of Shooting. (Paragraph 3, page vii)
3. Archers must at all times act in a proper manner toward the facilities and other users of the shooting ground.
4. All persons active on the shooting line i.e., archers, coaches etc must be registered via the club attendance register i.e., the booking calendar. Non-attendance should be notified to maintain an accurate record of attendance.
5. When shooting, a minimum of two persons must be present, one shooting and one on the lookout for possible dangers. (See Archery GB rules of Shooting 103c page 9)
6. Only Senior full members of the Bowmen of Danesfield shall be issued with an equipment shed key.
7. The school premises shall only be used outside of school teaching hours or when the school playing field is not required for school use.
8. Tuesday and Thursday are official Club nights, with the addition of Saturday and Sunday mornings if the field is available. Wednesday is available for club development, beginners' courses, taster sessions, and speciality coaching.
9. For the safety of school students, all lost arrows MUST be found before the school reopens for students. If, after a prolonged search, an arrow is still unaccounted for, the loss must be notified to the Schools Building Manager, whose phone number is recorded on the door of the target locker.
10. For the safety of all school pupils, owing to the difficulty in finding carbon arrows, they will only be permitted in the sports hall.
11. Arrows shall be labelled to identify the Archer in accordance with Archery GB Rules of Shooting.
12. For health and safety, members must at all times carry in their quiver a Club ICE Card (In Case of Emergency)

Appendix Two

Disciplinary Procedure

1. Before any disciplinary action, the member shall be given at least 14 days' notice in writing and shall be granted the opportunity to be heard by the Committee.
2. The decision of the Executive Committee shall be communicated to the member in writing, and the Executive Committee shall not be required to explain its actions to any but those concerned. The Executive Committee is, however, free if it so desires to publish its decision in any medium, including the journals of nationwide or international archery bodies.
3. The member shall be allowed 28 days from the date of communication of the decision of the Executive Committee in which to lodge an appeal against the decision, in writing, with the Secretary of the Club. The Executive Committee shall not communicate its decision other than to the member until that period has expired or an appeal has been lodged, whichever is the sooner.
4. In the event of an appeal against the decision of the Executive Committee, the Chair of the County Committee shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club Committee may sit on this panel.
5. The panel may hear such witnesses and consider such evidence as it shall think fit, and its decision shall be binding both upon the appellant and the Club.

Appendix Three

Club Archers, Volunteers and Roles

NOTE – Appendix Three is a work in progress and undergoing changes, additions, and reviews.

We are a club, and as such, it is incumbent on every member of the Club, archers, role holders and volunteers to have the best interests of the Club in mind. Joining in with all the activities that make the Club function, both for the member personally and for every other member.

Whilst archery is the primary activity of the Club; everybody should consider what else is required to enable Archery to take place and what can be done to develop and improve the Club.

Let us all make it the best Archery Club and the best place to be.

Club Archers

An Archer as a member of the Club accepts that they alone are responsible for shooting within the guidelines laid down by Archery GB in the Rules of Shooting. An archer, alongside shooting, also willingly contributes time and energy to the club community to benefit the Club and other archers.

The Archer is responsible for:

- Helping other new archers and archers of all abilities become fully engaged in the Club and the sport either personally or at a competitive level.
- Complying with and understanding the current Archery GB Rules of Shooting.
- Complying with and understanding the Bowmen of Danesfield Constitution, Club Policies, Rules, Procedures, Code of Conduct, and our risk assessments.
- Safely at all times for themselves, other archers, spectators, members of the public and aware of who to contact in an emergency.
- Notifying the Field Captain of any safety concerns at the time of shooting and the Safety Officer after the session.
- Security of the facilities and venues, on arrival, during and at the end of the sessions.
- Deciding on the bow style and type of Archery they wish to shoot and supported within the Club. I.e., Recurve, Bare Bow, American Flat Bow, Long Bow and Compound and either Target, Field or Clout.
- Making sure that the venue and facilities are left cleaner and tidier than when they arrived.
- Supporting the Club in its shooting activities and other ways that help the club function either by taking on a specific role or supporting those role holders.
- The Safeguarding of all archers and a duty to raise any concerns they may have.

Club Volunteers

The Club is run by volunteers; some are members, and others are not. However, they all have a passion for working together for the benefit of the Club, its members and the wider community and undertake the Club Roles.

Club Roles

The Club has many Tasks and Roles that ensure it functions at its best, and as many of these Tasks and Roles overlap, working as a team is essential.

President

Honorary Life President of the Club.

The president is a figurehead for the Club and not part of the Committee but may sit in and comment.

At official club events, club Tournaments and Championships, he may present the awards, trophies etc.

He may act as a mediator in any dispute that involves any contravention or misunderstanding of the Club's Constitution or rules.

Usually takes over from Chairman for the election of the Committee at the Club's Annual General Meetings.

Chair

The Chair coordinates the committees' activities, focusing them on the strategic aims of the Club, whilst ensuring that the Club maintains good governance in everything it does.

The Chair is responsible for:

- Chairing committee meetings and ensuring the Club Committee work effectively together.
- Ensuring the Club adopts best practices as recommended by Archery GB, the sport's Governing Body.
- Leading the Club Committee in creating a highly motivated club culture whilst encouraging and supporting the development of archers at all levels.
- Assisting other committee members and volunteers in their roles to Develop the Club in line with agreed Business and Development Plans.
- Ensuring the effective handover of all Club Committee positions.
- Dealing promptly with grievance and disciplinary issues raised within the Club.
- Chairing annual general meetings and delivering a Chairman's Report to the membership.
- Ensuring the timely performance and conclusion of any decisions reached in general and committee meetings.
- Ensuring that all members are acting to improve the quality of the Club as a whole.

The Chair is on the Executive Committee, which means there is a legal responsibility to ensure the effective administration of the Club.

Along with the Treasurer and Secretary, they are joint signatories on club accounts.

Secretary

The Secretary works on behalf of the Club, ensuring the efficient running of the Club. It is not within their remit to undertake everything but to see that whatever is required gets done.

The Secretary is responsible for:

- Planning for and notifying members of meetings as laid down in the Constitution.
- Preparing the meeting agenda and taking the minutes of the meetings. Requesting and obtaining information from other Club officers, i.e., the Safety Officer or Equipment Officer, asking them if they have anything to report.
- Presenting a Statement of activity by the Club at the Annual General Meeting and other meetings as required.
- Producing the minutes and circulating them and any other papers required for a meeting to members.
- The Clubs compliance with its governance and legal obligations
- Informing club members of relevant communications from external bodies, i.e., Archery GB, Grand Western Archery Society, Somerset County Archery Society, HMRC, Danesfield CofE School, and others when relevant to the member or the functioning of the Club.
- Signing and returning the annual Declaration for Club Insurance.
- Making an annual declaration to Archery GB regarding adherence to their Rules of Shooting.
- Ensuring that the range registrations with Archery Gb are maintained and up to date.
- Working with the relevant role holders to maintain and check the accuracy of Club records and information, in membership, score records and on the website, in publicity, directories, Archery GB, GWAS, SCAA, HMRC etc.

- Ensuring with the Health and Safety Officer that the risk assessments are updated regularly and updating the Club safety policy as necessary.

The mailing address of the Club is that of the Secretary.

The Secretary is on the Executive Committee, which means there is a legal responsibility to ensure the effective administration of the Club.

Along with the Treasurer and Chair, they are joint signatories on club accounts.

Treasurer

The Treasurer will remain up to date on the Club's financial position and make recommendations on financial matters to the Executive Committee and ensure that we have all the necessary information and processes in place to operate in a risk-free manner.

The Treasurer is responsible for:

- keeping orderly accounts of the Club's finances.
- Reporting at the committee meetings on the current financial position.
- Presenting an annual report detailing the Club's income and expenditure at the AGM.
- Paying affiliation fees to relevant governing bodies and the payment of all Club expenses.
- Setting membership fees to reflect the financial position of the Club.
- Collecting of membership, beginners' fees, taster fees, and all other monies due to the Club.
- Making available the accounts for reasonable inspection by Members upon request.
- Present an overview report of the Club's financial situation at each management committee meeting.
- For the management of the Club's bank accounts.
- Making sure that the club accounts are audited by an external auditor who can be a club member (the auditor should be a qualified accountant and unrelated to the current Treasurer).
- Prepare a budget and monitor it carefully.
- Maintain records for all equipment hire/loan fees and issue accounts as appropriate.
- Support the submission of grant applications and responses to external monitors on grants achieved.
- Agreeing on a budget that another role holder may require, i.e., the equipment team or the social Secretary, together with setting the operating and reporting parameters.

The Treasurer is on the Executive Committee, which means there is a legal responsibility to ensure the effective administration of the Club.

Along with the Secretary and Chair, they are joint signatories on club accounts.

Safeguarding Officer

The Safeguarding Office is committed to ensuring that the Club is a safe place for everybody, but especially for children and vulnerable adults.

The Safeguarding Officer is responsible for:

- Understanding and acting upon current legislation.
- Incorporating Archery GB's Child Protection procedures, rules, and regulations within the Club
- Constant improvements in making the Club a safe place for Children and Vulnerable Adults
- Ensuring that all Club members are aware of the Club's Safeguarding Policies.
- Regularly checking and updating the Club's Safeguarding Policy.
- Regularly checking the Club's Safeguarding Risk Assessments.
- The Clubs Safeguarding reporting system.
- Acting upon any complaint or concern in an understanding and timely manner.

The Safeguarding Officer is on the Executive Committee, which means there is a legal responsibility to ensure the effective administration of the Club.

Health and Safety Manager

The Health and Safety Officer ensures that the Club is a safe environment for its members, volunteers and members of the public.

The Health and Safety Manager is responsible for:

- Reviewing and maintaining the Club's Health and Safety Policy.
- Keeping abreast of changing legislation and Archery GB's guidance on Health and Safety.
- The Club meeting its requirements in terms of trained First Aiders and ensuring that First Aiders are present at Have-a-Go, demonstrations, and taster sessions.
- Encourage Club members to become qualified First Aiders and arrange for periodic courses to develop our First Aiders.
- Ensuring that all members are aware of the location of the First Aid Kits and understand their responsibility in completing the accident book.
- Conveying to all members the emergency procedures.
- Reporting to the Executive Committee on any incidents, accidents or concerns, along with conducting a full investigation.
- Maintaining a Club wide culture that promotes Health and Safety.
- Checking the Clubs and members' equipment for safety and keeping an Arrow register.
- Training all members in the safe handling of all equipment and the range facilities.
- Arranging PAT testing of electrical appliances.
- Ensuring that the risk assessments are updated regularly and updating the Club safety policy as necessary.

First Aiders

The First Aiders are responsible for:

Field Captain Supervisor

The Field Captain Supervisor is responsible for:

Field Captains

A Field Captain must be appointed whenever and wherever shooting takes place, and the range remains under their control for the duration of the session, even if only two Archers are present.

Performing the control of the range in a supportive manner.

If two ranges are to be set up or large numbers of Archers are present, it is advisable to have two Field Captains working in partnership.

The Field Captains are responsible for the following:

- The range is set up, ensuring that Archers and spectators comply with the Archery GB Rules of Shooting.
- Controlling the safe shooting procedure with the use of a whistle.
- Health and safety in conjunction with the Health and Safety Officer issues that may arise on the day.
- Ensuring appropriate consideration is given to archers with mobility, SEN, behavioural or other disabilities that may require assistance, such as collecting arrows.
- Giving adequate time to new archers to become familiar with procedures on the shooting line.
- Checking any equipment being used by the Club or Archers before and during shooting.
- Resolving any issues that may occur during shooting in line with the Rules of Shooting.
- Occasionally making a FAST call to ensure all Archers are fully aware of the procedure.
- Ensuring that all arrows used are accounted for at the end of the session or competition.
- The Field Captain may warn and exclude any Archer not adhering to the Rules of Shooting.

- Not being overzealous in administering Range Discipline, remembering that the Archers are there to enjoy their Archery.

Welfare and Wellbeing Officer

The Welfare and Wellbeing Officer is responsible for:

Inclusion Officer

The Inclusion Officer is responsible for:

Parent Representative

The Parent Representative is responsible for:

Coaches

The Coaches are responsible for:

A Coach representative is on the Executive Committee, which means there is a legal responsibility to ensure the effective administration of the Club.

Club Development Manager

Produce Short Term, Mid Term and Long-Term plans

The Club Development Manager is responsible for:

Fundraising Manager

The Fundraising Manager is responsible for:

OnTarget Manager

The OnTarget Manager is responsible for:

Clubmark Manager

The Clubmark Manager is responsible for:

GWAS and SCAA Rep

The GWAS and SCAA Rep is responsible for:

Public Relations Manager

The Publicity Manager is responsible for:

Newsletter Editor

The Newsletter Editor is responsible for:

Social Media Manager

The Social Media Manager is responsible for:

Webmaster

The webmaster is responsible for:

Technology Manager

The Technology Manager is responsible for:

Club Photographer

The Club Photographer is responsible for:

Schools and Community Liaison Manager

The Schools and Community Liaison Manager is responsible for:

- Schools
- Lunch and After Schools Clubs
- DofE
- Corporate Days
- Charities
- Family Parties

Equipment and Facilities Manager

The Equipment and Facilities Manager is responsible for:

Tournament and Competitions Manager

The Tournament and Facilities Manager is responsible for:

Membership Secretary

The Membership Secretary is responsible for:

Volunteers Coordinator

The Volunteers Coordinator is responsible for:

Records Officer

The Records Officer is responsible for:

Field Range Manager

The Field Range Manager is responsible for:

Social Secretary

The Social Secretary is responsible for: