

Constitution of Spelthorne Archers

(amended AGM 2017)

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1. Nomenclature, Rules and Policies

- 1.1 The Club shall be called SPELTHORNE ARCHERS, hereafter referred to as the 'Club'.
- 1.2 The outdoor area occupied by the Club known as 'range at Lakeside', the sports hall within the Meadhurst leisure centre, and the Meadhurst field which is occupied from time to time by the Club, shall be hereinafter referred to as the 'range'.
- 1.3 The Club and all its shooting members shall be affiliated to the Grand National Archery Society (GNAS), also trading as Archery GB, Middlesex County Archery Association and Southern Counties Archery Society.
- 1.4 The Club shall be a non profit making organisation.
- 1.5 The postal address of the Club shall be that of the Honorary Secretary.
- 1.6 The Club shall be run on behalf of its membership by a duly elected Committee.
- 1.7 The Club colours shall be white/yellow/blue.
- 1.8 Rules and policies may be amended by a resolution passed by not less than two thirds of the Management Committee.
- 1.9 Rules and policies are to be subservient and must comply with the Constitution of Spelthorne Archers.
- 1.10 The shooting regulations as laid down in the 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. Aims and Objectives

- 2.1 The Object of the Club shall be the promotion and encouragement of Archery and its traditions in all its forms other than Bow Hunting (Illegal in the UK) and Crossbow shooting.
- 2.2 To run beginners courses to promote novices into archery and membership.
- 2.3 To sustain participation of all its members in archery.
- 2.4 To provide a safe environment for all to take part in archery.
- 2.5 To promote codes of conduct and fair play.
- 2.6 To protect all members regardless of –
 - Age
 - Gender
 - Disability
 - Culture

- Language
 - Racial Origin
 - Religious beliefs
 - Sexual identity
- 2.7 To be involved in fund raising for charity.
- 2.8 To ensure a duty of care to all members of the Club.
- 2.9 To provide all its services in a way that is fair and equal to all of the membership, both present and future.
- 2.10 To raise funds and fees for the day-to-day running, management and objectives of the Club.
- 2.11 To invest such monies of the Club, not required for its immediate objectives, in a savings account or other secure investment as thought fit by the Committee.

3. Management Committee, Nomination and Election

3.1 The Management of the Club shall be entrusted to the Club Management Committee, hereafter referred to as the 'Committee', which shall consist of the following Officers:

- Chairman
- Honorary Secretary
- Honorary Treasurer
- Equipment Officer
- Match Officer
- Field Captain
- Records Officer
- Training Officer
- Tournament Organiser
- Junior Representative
- Safeguarding Officer
- Web Manager

- In addition to the above, one ordinary member shall also be elected to the Committee.
- 3.2 The Committee and elected officers of the Club shall be elected at the Annual General Meeting which shall determine the conditions of their appointment from time to time. Not more than two non-shooting members may be elected.
- 3.3 All elected officers are mandated to hold and retain office for one year only after which they may offer themselves for re-election at the AGM.
- 3.4 Any member may put their name forward for election to the Committee, who will then list this as a proposal for voting upon at the AGM. Nominations may also be accepted at the AGM.
- 3.5 Members under the age of 18 may not serve in any official capacity, although they may make known their ideas and comments at all meetings.
- 3.6 Only Full and Non Shooting Senior members may stand for office.
- 3.7 The Committee shall have the power to co-opt such persons as it may deem necessary for a particular reason to attend one or more Committee Meetings. It may also appoint Sub-Committees and Representatives to other Committees and may delegate powers within defined limits to such Sub-Committees and Representatives.

4. Annual General Meeting (AGM)

- 4.1 The Annual General Meeting of the Club shall normally be held on the first Tuesday in February to transact the following business:
- to receive and approve the Minutes of the Previous AGM
 - to receive and approve the Accounts of the previous year
 - to receive the Report of the retiring Officers
 - to elect the Officers of the Club for the ensuing year
 - to elect such representatives to other Committees as may be required from time to time
 - to appoint one Auditor and a reserve for the ensuing year
 - to decide the Club Subscription for the ensuing year
 - to transact any other business as may be deemed necessary
- 4.2 Not less than 28 days notice shall be given of such a meeting to each Member.
- 4.3 Any member may submit a proposal or item to be discussed at the AGM, in writing to the Chairman or Honorary Secretary, no less than 14 days prior to the meeting.

- 4.4 All proposals and agenda will be made available 7 days in advance of the AGM, this to enable the membership to be fully informed appropriately in advance of the AGM.
- 4.5 At the AGM 20 members or 50% of the Membership, whichever is the less, shall form a quorum. With the exception of the Chairman (who has a casting vote) each Shooting Member and Honorary Life Member shall be entitled to one vote on any matter.
- 4.6 Proxy voting shall be allowed provided the Honorary Secretary is given 24 hours notice in writing. No Member shall act as Proxy for more than two Members. Each Non-Shooting Member shall be entitled to one vote on any matter with the exception of matters concerning shooting. No Member shall have more than one vote.
- 4.7 The Chairman shall have the casting vote.
- 4.8 The Auditors may not be elected Officers of the Club, or relatives of or live at the same address as the Honorary Treasurer.
- 5. Extraordinary General Meeting (EGM)**
- 5.1 An Extra Ordinary General Meeting shall be called at any time on the request of at least 10 members, or 25% of the membership, whichever is the lesser. Not less than 21 clear days notice shall be given to each Member, together with any propositions which it is intended to move.
- 5.2 At an EGM 20 members or 50% of the Membership, whichever is the less, shall form a quorum. Each Shooting Member and Honorary Life Member shall be entitled to one vote on any matter. Proxy voting shall be allowed provided the Honorary Secretary is given 24 hours notice in writing. No Member shall act as Proxy for more than two Members. Each Non-Shooting Member shall be entitled to one vote on any matter with the exception of matters concerning shooting and amendments to these Rules. No Member shall have more than one vote.
- 5.3 The Chairman shall have the casting vote (see 4.5).
- 6. Management Committee Meetings**
- 6.1 Committee meetings will be held on the first Monday of every other month, except in circumstances where such day shall fall on a Bank Holiday, a scheduled shooting event takes priority, or *force majeure* prevents this.
- 6.2 No business shall be transacted unless a quorum is present when the meeting proceeds to business. Except where otherwise provided in this Constitution, a quorum (inclusive of two of the following: Honorary Secretary, Honorary Treasurer or Chairman) shall be four members.
- 6.3 If the Club Chairman is not present within 15 minutes of the time set for the start of the meeting then those present shall appoint one of their numbers to chair the meeting.
- 6.4 The Committee members shall meet together for the conduct of business, as they shall decide.
- Questions arising at any meeting shall be decided by a simple majority of votes. In the case of equality of votes, the chairman shall have the casting vote.
- 6.5 The Honorary Secretary can take the Chair in the absence of the Chairman and, as Chairman, will only possess the casting vote.
- 6.6 In case of emergency, the Chairman, Honorary Secretary and Honorary Treasurer, or their nominated appointees within the committee, shall together have full powers to act.
- 6.7 The Committee members may act notwithstanding any vacancy in their body, but if the numbers are reduced at any time to less than four, it will be lawful for them to act only for the purpose of filling the vacancies in the Committee or of convening a General Meeting of the Club.
- 6.8 The Committee will cause proper minutes to be made of all its proceedings and of the proceedings of General Meetings of the Club and of any Sub-Committee set up for whatever purpose.
- 6.9 The minutes of any meeting, if approved at the next succeeding meeting, shall be conclusive proof without further evidence of the business conducted and the decisions made.
- 6.10 The Committee may at any time set up or dissolve standing or ad hoc Sub-Committees and delegate to such Sub-Committees such powers and responsibilities as it thinks fit. All acts and proceedings of such Committees must be minuted and reported to the Club Committee as soon as possible.
- 6.11 Any non Committee member may raise any points for discussion under 'Any Other Business'.
- 7. Alteration to Constitution, Rules and Policies**
- 7.1 This Constitution shall not be altered or amended except at the Annual General Meeting or an Extraordinary General Meeting of the Club.

- 7.2 Members wishing to move a proposition to alter or amend this Constitution shall submit such proposition to the Honorary Secretary no less than 28 days before the Meeting at which such proposition is to be considered.
- 7.3 Members wishing to move a proposition to alter or amend Rules and/or Policies shall submit such a proposition to the Honorary Secretary no less than 14 days before a meeting of the Committee at which such proposition is to be considered.
- 7.4 A two-thirds majority of those present or entitled to vote shall be required to carry the proposition or amendment.
- 7.5 The Constitution and associated Rules and Policies shall be displayed prominently.

8. Membership and Fees

- 8.1 Persons interested in the sport of Archery may apply to the Committee to become a Member. Juniors under the age of 18 years of age may have their application for membership accepted only if a parent or another adult willing to take responsibility for the junior, is either a Senior Shooting or approved Non Shooting Member of the Club.
- 8.2 There shall be the following categories of Membership:
- Senior shooting Members (aged 25 or above)
 - Junior Shooting Members (aged under 18)
 - Shooting members between the ages of 18 and 24..
 - Senior Citizen Shooting Members (aged 60 or over)
 - Associate Shooting members (affiliated to Archery GB through another Club)
 - Non Shooting Members
 - Honorary Life Members
- 8.3 The number of Shooting Members may be limited to a number as decided by the Committee from time to time. The introduction and use of a Waiting List for membership may be necessary.
- 8.4 Associate Shooting members may be co-opted on to the Club Committee but may not hold any office and are not eligible to compete for the Club Championship or Indoor Championship.
- 8.5 All members shall be subject to the Constitution and associated Rules and Policies.
- 8.6 All Members, other than Honorary Life Members, shall pay an Annual Club Subscription at a rate to be determined annually by members at the Annual General Meeting.
- 8.7 The Club Subscription shall fall due on 1st August. A Member, who has not paid his or her Subscription by the 31st August, shall cease to be a Member subject to the Committee.
- 8.8 Applications for Membership of the Club following completion of a beginner's course will be considered, taking into account the recommendation(s) of the Training Officer, coach(es) and instructors concerned. The Committee reserves the right to refuse admission to membership of the Club to any individual.
- 8.9 Completion of a beginner's course shall not be implied or construed to mean the individuals automatic right to be a member of the Club.
- 8.10 Membership to the Club shall be open to anyone, who wishes to participate in the sport of archery, providing they do not present any danger whatsoever to either themselves or to any other Club member.
- 8.11 Any member may end their membership, at any time, by submitting a letter of resignation to the Honorary Secretary. Only at that time will they no longer be bound by the Club's Rules and Constitution.

9. Finances

- 9.1 The Honorary Treasurer is responsible for maintaining the accounts of the Club and banking of monies.
- 9.2 The Financial year shall run from 1st January until 31st December. The Honorary Treasurer shall present to the AGM an Income and Expenditure Account for the previous year, and a Balance Sheet representing the position on the last day of the financial year, together with an Auditor's Report.
- 9.3 Club membership fees and indoor shooting fees will be set at the AGM. In certain circumstances these may be altered through an EGM.
- 9.4 Any monies owing must be handed, at the earliest opportunity, to the Honorary Treasurer.
- 9.5 The Club shall maintain a bank account at a bank to be decided upon by the Committee in the name of the Club. All cheques and orders withdrawing monies from the account shall be signed by any two of the following: Chairman, Honorary Treasurer or Honorary Secretary.
- 9.6 No two signatories on a cheque shall be of members related to each other or living at the same address. In the circumstances where the treasurer is related to or living at the same address as the Chairman or Honorary Secretary an alternative second signatory who shall be

a Committee member shall be appointed by the AGM or if the circumstances arise between AGMs by the Committee.

9.7 All monies and sums received on behalf of the Club shall remain the property of the Club and there shall be no distribution of such among members.

9.8 Where individuals experience financial difficulties they may request to meet privately with the Honorary Treasurer, who will give details to the Committee, which will have the absolute discretion to waive, reduce, delay, or cancel due monies for any period, or refuse an appeal.

9.9 No member may enter into a contract on behalf of Spelthorne Archers, without prior written agreement and approval of the committee.

10. Disciplinary

10.1 All complaints regarding the behaviour of members should be submitted in writing to the Honorary Secretary or if the complaint is about the Honorary Secretary, then the complaint must be submitted to the Chairman.

10.2 The Management Committee will appoint a Disciplinary Panel of 3 to meet to hear complaints within 21 days of a complaint being lodged. The Disciplinary Panel has the power to take appropriate disciplinary action including reprimand, suspend or expel any member who has violated conditions of this Constitution or the Rule or be deemed to have been guilty of conduct, which makes it undesirable that such a person remain a member of the Club.

10.3 The following list gives examples of conduct that may result in expulsion from the Club. The list is not intended to be exhaustive;

- Any conduct which constitutes a criminal offence
- Breach of the Archery GB Protection of Children and Vulnerable Adults Policy
- Disruption of or improper interference with the functions, duties or activities of any member or official of the Club or any visitor to the Club
- Obstruction of or improper interference with the functions, duties or activities of any member or official of the Club or any visitor to the Club
- Violent, indecent, disorderly, threatening, intimidating, provoking or offensive behaviour or language
- Fraud, deceit, deception or dishonesty in relation to the Club or its members or visitors
- Theft, misappropriation or misuse of Club property or the property of its members
- Misuse or unauthorised use of premises used by the Club
- Damage to Club property or property of staff employed by the Club or its members caused intentionally or recklessly
- Any action that, in the opinion of the Committee, is not in the interest of the Club
- Action likely to cause injury or impair safety on premises including shooting grounds for the time being used by the Club
- Failure to respect the rights of others
- Failure to comply with a reasonable instruction relating to archery matters including shooting, issued by a person authorised by the Club or by the Rules of Shooting to make such instruction
- Bringing the Club into serious disrepute
- Acts of incitement or actual acts of discrimination on the grounds of sex, race, disability, religion, nationality, sexual orientation, marital status, colour or ethnic origin

10.4 Before any such disciplinary action, the member shall be given notice in writing, no more than 21 days prior to any such action, and shall be granted the opportunity to be heard by the Disciplinary Panel. Failure to attend any such disciplinary hearing within 21 days will result in the hearing taking place in the members' absence.

10.5 The burden of proof shall be with the Club, and the Disciplinary Panel will find that an allegation of misconduct has been proved only if, on the evidence before it, it is satisfied in its absolute discretion that an allegation of misconduct has been proved.

10.6 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

10.7 There will be the right of appeal to the Management Committee following disciplinary action being announced. An appeal must be made within 21 days in writing to the Honorary Secretary. The Committee will appoint an Appeal Panel of 3, none of whom shall have been members of the Panel who heard the original complaint, to consider the appeal within 21 days of the Honorary Secretary receiving the appeal.

- 10.7.1 A further appeal can be made by both parties to County level or higher.
- 10.8 The decision of the Appeal Panel shall be communicated to those involved in writing and the Appeal Panel shall not be required to explain its actions to any but those concerned.
- 10.9 If an allegation of misconduct has been proved, penalties may be imposed by the Committee. The penalties are set out below.
- 10.10 When determining penalties, consideration will be given to the seriousness of the misconduct, the circumstances of the misconduct, and the general personal circumstances of the member.
- 10.11 Types of penalty;
A member found to have an allegation of misconduct proved may be;
- 10.11.1 **Absolutely discharged**, which means that although the member is technically found to have had an allegation proved against them, no blame should be attached to the actions of the member
- 10.11.2 **Cautioned**, which means that no penalty is imposed, but if the member is found to have had proved against them the allegation of misconduct on a subsequent occasion within a specified period, they will then be dealt with for both offences.
- 10.11.3 **Conditionally discharged**, which means that no penalty is imposed, subject to the member fulfilling certain stipulated conditions including future good behaviour over a specified period of time. If the conditions are not met, a penalty may be imposed following a further hearing, which shall concern itself only with whether the conditions had been broken.
- 10.11.4 **Required to pay a reasonable sum by way of compensation** and restitution for an identified and quantified loss.
- 10.11.5 **Excluded from certain activities of the Club**, such as participating in Club shoots, for a fixed period of time.
- 10.11.6 **Issued with a Formal Written Warning**, which means that they may not hold office in the Club for a period of three years following its issue.
- 10.11.7 **Suspended** from the Club for a fixed period of time.
- 10.11.8 **Expelled** from the Club.
- 10.12 The Appeal Panel's decision shall be final.
- 10.13 The Committee and Panels will be guided by Archery GB advice throughout.
- 11. Liability and Insurance**
- 11.1 The Club accepts no responsibility or liability for any loss or damage to either equipment or personal belongings of members. Membership of the Club does not imply any liability for any loss or injury to members whilst engaged in the Club's activities. The Club shall not be held responsible for any claim at common law resulting from any damage or injury caused or suffered by any members.
- 11.2 Through its affiliation to Archery GB the Club will hold insurances covering –
- Public Liability
 - Coaches professional Indemnity
- 11.3 The Club shall carry out a Risk Assessment of its activities, and shall review its assessment annually.
- 12. Range**
- 12.1 The range will be run within the Archery GB Rules of Shooting, except that:
- Crossbows of any description are prohibited at the range
 - The use of "Broadhead" arrows and their derivatives is prohibited at the range
 - The use of any arrow with barbed or cutting edge is prohibited at the range
 - Clout shooting is forbidden on any part of the range or 'Lakeside' field
- 12.2 All shooting must take place from a designated shooting line.
- 12.3 All members will make reasonable steps to prevent shot arrows leaving the boundaries of the range.
- 12.4 No targets are to be placed within the safety overshoot zone behind the 100 yard/90 metre targets. The maximum range for shooting at Lakeside is 100 yards.
- 12.5 All arrows must be marked with the owners name or initials.
- 12.6 The Red Flag must be raised prior to commencement of outdoor shooting, and must be in situ during shooting.
- 12.7 The Sports hall door must be locked from the inside and a warning sign placed in general view prior to commencement of indoor shooting, and must remain as such during shooting.
- 12.8 Members may not be charged a 'green fee' to shoot at the range at any time, the only exceptions to this rule is at the staging of the Club's own Open Competitions or Indoor

- Shooting. Also exempt are sanctioned Charity events, where ALL monies raised will be distributed to the nominated charity in question.
- 12.9 Staff, contractors and sub contractors of BP/Meadhurst (Grounds men and gardeners) attend the range from time to time to effect maintenance. Shooting will stop to allow staff to complete their work for the length of time necessary to complete such works.
- 12.10 Staff, contractors and sub contractors of BP/Meadhurst will be offered courtesy and respect at all times.
- 12.11 Individual members must not make requests of the staff, contractors and sub contractors of BP/Meadhurst, who are not permitted to act on such requests. For Spelthorne Archers, all requests should be made to Committee members who will pass it on via the agreed channels.
- 13. Visitors**
- 13.1 Visiting archers wishing to use the facilities of the Club and/or shooting range must be full members of Archery GB or F.I.T.A. and offer proof of this upon request. They must mark 'Visitor' by their name in the signing in book.
- 13.2 A separate visitors 'green fee' shall be payable before commencing to shoot. This fee shall be revised from time to time by the Committee, and such revision made known to the members.
- 13.3 There will be no limit to the number of visits allowed.
- 13.4 Visiting archers must be accompanied by a full Club adult shooting member.
- 14. Club Championships**
- 14.1 The Club shall hold annual Club Championships, both outdoor and indoor, for each discipline (where possible), the date and round to be proposed by the Committee and ratified at the AGM.
- 14.2 Only Full/Honorary Shooting members are eligible for medals and/or other awards.
- 14.3 Associate Shooting members may take part in the Club Championships but will not be eligible for medals and/or awards.
- 15. Dissolution**
- 15.1 A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the Membership.
- 15.2 Upon Dissolution of the Club, the net assets of the Club will be transferred to other Archery Clubs or the Grand National Archery Society for use in related community sport.

Appendix 1- Equity Policy Statement

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 Sport England definition of sports equity:

- Sports equity 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.
- The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.
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Appendix 2 – Code of Conduct for Participants

Spelthorne Archers is fully committed to safeguarding and promoting the well being of all its members. The Club believes it is important that members, coaches, other volunteers and parent(s)/guardians associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Club with the Chairman.

As a member of Spelthorne Archers, you are expected to abide by the following code of conduct:

- All members must play within the rules of Archery GB and the Club and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- Members should keep to agreed timings for training and competitions or make every effort to inform the Match Officer if they are going to be late, as a matter of courtesy to others.
- Members must wear Archery GB regulation clothing or registered Club colours for tournaments.
- Members must pay any fees for events promptly.
- Under no circumstances and at no time will the use of drugs be tolerated.
- Members (under 18) are not allowed to consume alcohol under any circumstances and at no time. Adult members are permitted to consume alcohol responsibly.
- Bullying and other forms of abuse are never acceptable.
- Use of foul and abusive language is unacceptable.

Any breach of this code of conduct could result in disciplinary action.

Appendix 3- Code of Conduct for Officials and Volunteers

Spelthorne Archers is fully committed to safeguarding and promoting the well being of all its members. The Club believes it is important that members, coaches, other volunteers and parent(s)/guardians associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Club with the Chairman.

The essence of good ethical conduct and practice is summarized below. All volunteers must:

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the national governing body and the Club.
- Hold the appropriate, valid qualifications and insurance cover.
- Never exert undue influence over participants to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibitive substances.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.

Appendix 4- Code of Conduct for Parents/Carers

Spelthorne Archers is fully committed to safeguarding and promoting the well being of all its members. The Club believes it is important that members, coaches, other volunteers and parent(s)/guardians associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Club with the Chairman.

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.

- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgments.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.

Appendix 5- Code of Conduct for Juniors

Spelthorne Archers is fully committed to safeguarding and promoting the well being of all its members. The Club believes that it is important that members, coaches, administrators and parents associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Club with the Safeguarding Officer, the Junior Representative, the Chairman or other Committee member.

As a member of Spelthorne Archers you are expected to abide by the following junior Club rules:

- All members must participate within the rules and respect coaches and other officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- Members should keep to agreed timings for training and competitions or inform a Committee member if they are going to be late.
- Members must wear suitable clothing for training sessions, and Archery GB dress for tournaments.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on Club premises or whilst representing the Club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the Club premises or whilst representing the Club.

Use of foul and abusive language is unacceptable

Appendix 6- Safeguarding Children, Young People and Vulnerable Adults.

Aims

- Ensure that the needs of children, young people and vulnerable adults are paramount.
- All parents/legal guardians and Club members are aware of and adhere to the Club safeguarding policy.
- All children, young people and vulnerable adults, must be listened to and have their views considered according to their age, maturity and understanding.
- All children, young people and vulnerable adults can participate in archery in an enjoyable and safe environment.

Policy Statement

- Spelthorne Archers, believe that when dealing with children, young people and vulnerable adults, their safety and welfare must always be of paramount importance. We commit to providing an environment where children, young people and vulnerable adults can learn and participate in archery, in a safe environment, free from harassment and abuse. Anyone working with children, young people or vulnerable adults has a moral responsibility to safeguard and promote a child, young person's or vulnerable adults welfare. The Club has adopted the Archery GB Policy for safeguarding Children, Young

People and Vulnerable Adults to ensure peace of mind for children, young people and vulnerable adults.

- Spelthorne archers adhere to the guidelines as laid down within the Children's act 1989.
- Spelthorne archers will elect a Safeguarding Officer who will agree to undertake and complete appropriate training for this position.
- Both the Club and Archery GB actively promote enjoyment for young people in archery in line with the 5 areas of Every Child Matters; to stay safe, be healthy, enjoy and achieve, make a positive contribution and achieve economic well-being.

Safeguarding Officer

- The Safeguarding officer will be a member of the Spelthorne Archers Committee.
- The Safeguarding Officer will undergo a full CRB (Criminal Record Bureau) check.
- The elected Safeguarding Officer can nominate an appropriately trained deputy to assist with the role should the need arise e.g. to provide continuation of care in absence i.e. holidays etc.
- The Safeguarding Officer and deputy will maintain confidentiality at all times.

Role of Safeguarding Officer

- To ensure the welfare of the child is paramount.
- Issue a copy of the Safeguarding Children, Young People and Vulnerable Adults Policy to parents/legal guardians and all Club members. A copy will also be displayed in the Clubhouse.
- To implement and ensure compliance of Spelthorne Archers Safeguarding Children, Young People and Vulnerable Adults Policy.
- Obtain permission from the parents/legal guardians to administer first aid as required.
- The Safeguarding Officer will ensure there is a written procedure for contacting relevant agencies e.g. Local Children's Services, police, and out of hours contacts.
- To provide help and Specific advice to parent/legal guardians, children or Club members in respect of this policy.
- To report to the appropriate agency as indicated by the situation/circumstance within 48 hours or as soon as is practical.
- Inform the Chairman if an incident has occurred except if it involves the chairperson.
- Maintain a record of persons taking photographs at shoots or Club ground. This record to be kept by the CPO away from the Club.

Role of Spelthorne Archers regarding Safeguarding

- To ensure no fewer than two adults must form the general management of the Spelthorne junior archery Club, one of whom must be an Archery GB member. The names and addresses of these adults must be lodged with the Middlesex county archery association and copies available to Archery GB or valid authority on request. The Club Committee must notify the county association of any changes to the senior management of Spelthorne junior archery Club.
- Each Parent/legal guardian will sign the Safeguarding Children, Young People and Vulnerable Adults Statement.
- Each Member of Spelthorne Archers is constrained by and will abide by the Safeguarding Children, Young People and Vulnerable Adults Policy.
- Each Club member will report any concerns regarding the welfare of a child to the Safeguarding Officer.
- Parents/legal guardians will be responsible for the care of their own children whilst they are participating at the Club or external tournaments.
- Two adults (one of whom must be an Archery GB member) must supervise a junior whilst shooting. At no time should one adult take charge of a junior or group of juniors, unless that one adult is the child's parent/ legal guardian.
- In the instance where a parent/legal guardian supervises a child the responsibility for the care of that child remains with the parent.
- Parent/legal guardians, children or Club members may seek advice from the Safeguarding Officer, on safeguarding issues or poor practice as they feel necessary.
- A junior archer will never be supervised on a one to one basis; there must be at least two adults present unless one is a parent.

- In the special circumstances of persons 17-18 years of age, they shall be allowed to shoot in the absence of the parent/legal guardian, when the afore mentioned parent/legal guardian has agreed with 2 other adult archers to supervise the juniors. This is strictly an agreement between the parents/legal guardians and the supervising archer, Spelthorne archers accepts no responsibility.
- Parents/legal guardians must be made aware that Spelthorne Archers operates a Safeguarding Children, Young People and Vulnerable Adults Policy following Archery GB and National guidelines, and must accept the possible implications of this.
- Parents/legal guardians must sign the Agreement between parent/legal guardian and Spelthorne Archers.
- It is accepted that limited contact between a child and trainer is required during coaching/training sessions, however this will be minimised as wherever possible.
- It is the responsibility of every member to report any incident or suspected incident to the Safeguarding Officer or deputy to seek advice.
- If necessary an incident form will be completed by the member/s to which the incident was reported.

Appendix 7- Anti Bullying Policy

Bullying of any kind is unacceptable within Spelthorne Archers. Bullying can affect any person regardless of their ethnic origin, cultural belief, age, gender, or disability.

Forms of Bullying

Bullying can be difficult to define and can take many forms, which can be categorised as:

- Physical: e.g. Hitting, Kicking, theft.
- Verbal: e.g. Homophobic/racist remarks, threats, name calling.
- Emotional: e.g. isolating individuals from activities.

Bullying may also include:

- Other forms of violence.
- Sarcasm, spreading rumours, persistent teasing.
- Tormenting, ridiculing, humiliation.
- Racial taunts, graffiti, gestures.
- Unwanted physical contact or abusive or offensive comments possibly of a sexual nature.

Appendix 8- Regulations and Domestic Arrangements

Please observe the following regulations and guidelines for the safety and convenience of everyone.

Mobile Phone

There must always be a mobile phone at the range. If you are shooting alone you **MUST** have a mobile phone with you, in order to summon help in case of accident.

Shooting

Always shoot according to Archery GB rules even when only one or two are shooting

- Everyone must shoot from the same line.
- Only shoot from the designated shooting line on the outer part of the range.
- Juniors may only shoot when an adult Archery GB member is present.
- Juniors may not shoot on the Inner part of the range when all adult members are shooting on the Outer part.
- The senior (in terms of experience) archer present is responsible in the absence of the Field Captain and will make any decisions about safe shooting. There is a whistle hanging in the hut which should be used when required.
- Limit time taken to look for arrows to what is reasonable.
- If arrows are lost record them in the book in the hut, and mark them off when found.
- Arrows must be marked with your initials.

- Always put the flag up before shooting and take it down before you leave.
- Always cover your target when you leave (Do not leave it to others to do).

Records

The Record Officer will be responsible for maintaining and publishing the following and in so doing will liaise with the Web Manager for inclusion onto the Club's website:

- Club and Open Records.
- Members' outdoor Shooting Record and Handicaps
- Members' indoor Shooting Record and Handicaps

Individual members will be responsible for forwarding achieved scores to the Middlesex County Archery Association from time to time as necessary in accordance with their County ranking/selection requirements.

Target Safety

Always check that your target is securely tied down before starting to shoot. It is each individual's responsibility to check before shooting as the Club cannot be held liable for any damage caused.

Archery GB Membership

Only people who are Archery GB members may shoot at the Club, other than beginners and groups on recognised beginners and group evenings, which will be adequately supervised by experienced archers.

Beginner's instruction

All instruction at the Club will be by arrangement with the Training Officer and with the approval of the Committee. Members may not offer instruction to beginners on an ad hoc basis. Beginners are trained in archery using a Recurve bow, if any member wishes to take up another type of bow e.g. Longbow or Compound bow, then they shall be required to undergo further training on using these types of bows by the Training Officer or their appointee who shall be suitably experienced to carry out such training.

Lone Shooting

For safety reasons, new archers may not shoot alone until they have been approved by the Committee as being safe enough to shoot alone. The length of time will vary according to the member's progress.

Loan of Club Equipment

Any Member may borrow Club equipment for use away from the Range, providing that Member is competent in its use, and subject to it not being required for Club use. The borrowing of such equipment shall be limited to a duration of one week, and shall be recorded in the 'Borrowing Book'. If an extended period is required, then this must be agreed with the Equipment Officer.

Hut Key

New members may be issued with a hut key, on payment of a deposit, and subject to availability.

Always make doubly certain on leaving the ground that all the hut doors are bolted and the wooden bar fully in position, and that the back door is double locked.

If any senior shooting member does not have a key or forgets their key, one can be borrowed from Meadhurst Reception on deposit of an Archery GB card, or other proof of identity (eg driving licence).

Upon resignation/expulsion of the Club a member must also return their hut key, failure to do so will mean a forfeit of the members' deposit.

Visiting archers

If you have friends who are members of other Archery GB affiliated clubs, they may request to shoot at the Club with you. Permission will be given subject to space and on payment of a nominal target fee (£3.00). Requests should be made in advance to members of the

Committee. Visitor details should be recorded in the visitor's book in the hut, including Archery GB numbers.

Kitchen

You may use the kitchen facilities but always leave the kitchen clean and tidy. Put cups, tea and coffee back in the cupboard. Always turn the gas off at the bottle after you use it.

Tea and Coffee

Ingredients for tea and coffee are to be found in a kitchen cupboard, and are free to members. You have to take your own water and milk. Make sure you have enough water to wash up too.

Hut

Keep the hut tidy and the floor area clear so that members do not trip over items left out when they come into the dark from the sun.

Toilet

The toilet is unlocked and is mainly for the use of ladies. Please leave it clean after use.

General Rubbish

The Club has been advised by BP/Meadhurst not to have outside bins as they are not emptied by its ground staff, and have previously been vandalized and set on fire by trespassers. There is a general waste bin in the hut., which members empty. Failing that, please take your rubbish home.

Field Gate

Keys are not currently required to the vehicle gate. Ask for the Code.

If it is beginners evening, or if there is a match with another club or visitors attending the ground, the pedestrian gate will be left open.