

# **Black Stag Archers**



## **Club Constitution**

## GENERAL PROVISIONS

1. The Club shall be called Black Stag Archers, hereafter to be referred to as “BSA” and shall be affiliated to Archery GB, the trading name of the Grand National Archery Society and hereafter referred to as “AGB”
2. The aim of the Club shall be the promotion and encouragement of Archery in all its forms, except Bow Hunting, in particular but not exclusively within the Scouting and Guiding community.
3. BSA shall encourage membership from all sections of the community.
4. The funds and property of the Club shall be vested in the Chairman, Secretary and Treasurer for normal operation of the club. In the event of dissolution the provisions under Dissolution will apply.
5. All monies and sums received on behalf of the Club shall remain the property of the Club and there will be no distribution of such funds amongst the members, except in accordance with the provisions under Dissolution below.
6. The Shooting Regulations as prescribed by AGB Rules of Shooting or, where appropriate, those of World Archery shall be accepted as governing the relevant branches of the Sport of Archery practiced by the Club and its members
7. The postal address of the Club shall be that of the Secretary.
8. The Constitution of the Club shall not be altered or amended except at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) of the Club. Members wishing to move a proposition designed to alter or amend the Constitution shall submit such a proposition to the Secretary fourteen days before the General Meeting at which such a proposition is to be considered.

## MEMBERSHIP

9. Admission to the Club will generally be granted following completion of a beginner’s course and the applicant having satisfied a quorum of the Committee, or on the advice of the coaches that have sufficient understanding and practice of safety aspects of The Rules of Shooting. The Committee may, at its discretion, vary the requirement for a beginner’s course where an applicant can demonstrate previous experience.
10. All members of the Club must be affiliated to the National, Regional and County associations, either through Individual Membership, the Club’s affiliation or through membership of another affiliated club. The rule need not apply to Honorary Members
11. There will be four classes of membership available: Senior, Junior, Associate and Honorary.
  - Senior members will be aged 25 years and over at the start of the AGB financial year and must have paid Club, National and County fees.
  - Junior members will be under the age of 25 years of age at the start of the AGB financial year.
    - i. All junior members under the age of 16 must be accompanied at all times by a parent/guardian/carer, or an adult aged 18 years or over, who is acceptable to both the parents and membership present at that meeting.

- Associate Membership may be granted to other persons who wish to shoot with Club on a regular basis. Such members do not have to be members of the Scout or Guide movements but must be affiliated to AGB, either as Individual Members, or as members of another affiliated club. Associate Members will not be deemed to be “Full” members of the Club and will have no voting rights at any meetings
  - Honorary Membership may be granted at the discretion of the Club Committee but must be ratified at the next AGM or EGM and shall be deemed for life. Honorary Membership may be withdrawn at the discretion of the Club Committee, but must be ratified at the next AGM or EGM. Honorary Members can shoot for no cost at the club ground upon proof of AGB membership
12. All members need to complete a BSA club application form so that their details can be entered onto Archery GB membership system.
  13. All members shall accept the jurisdiction of the Club and shall conform to such conditions, shooting rules and regulations as may be determined from time to time.
  14. If in the opinion of the Committee, the actions of any member are considered to be detrimental to the Club, that member may be suspended or expelled. The member shall have the right to appeal such decision by requesting, in writing, to an Executive Officer within 14 days and an EGM to be called to confirm such a decision. The Club’s decision at an EGM shall be final.

## MANAGEMENT

15. The day to day management of the Club’s affairs shall be entrusted to the Club Committee. All full members of the Club are encouraged to take an active part in decision making and to the end Committee business will be conducted at Club Committee meetings. Full members may be invited to attend such meetings to participate in discussion.
16. The Club Committee shall consist of the following officers, which includes three Executive officers, Chairman, Secretary and Treasurer, annually elected from Full Members of the Club; their duties being defined as below.
  - Chairman
    - Chair all club and bi-monthly club meetings and any other meetings called to discuss club business
    - Use a casting vote in decisions where necessary at meetings.
    - Deal with problems that may arise within the Club which requires immediate action.
    - Take emergency action or make decisions when necessary in consultation with other members of the committee
    - Call committee meetings as required to progress Club activities and determine recipients of annual awards.

### Secretary

- Responsible for the day to day running of the Club
- Produce and submit a report for the membership at the AGM
- Produce minutes for meetings
- Issue meeting agenda in sufficient time
- Book halls etc. for meetings
- Ensure dissemination of information to all relevant parties
- Ensure an adequate supply of medals etc. are available
- In conjunction with the Treasurer arrange for notification and collection of club fees
- Participate in the selection of nominations for awards
- Administer, with the Treasurer, for the membership records

### Treasurer

- To monitor the financial activities of the Club and keep full records
- Advise the Club meetings of current financial position
- Produce a statement of accounts for the AGM
- Submit any proposals to the Committee regarding fees payable to the Club
- Recommend the appointment of an Auditor for the AGM
- In conjunction with the Secretary arrange notification and collection of Club fees
- Participate in the selection for nomination of awards
- Administer with the Secretary the membership records.

### Records Officer

- Receive from archers scores from rounds shot
- Where score sheets are submitted check that the arrow values as entered on the submitted scoresheets equal the total score submitted
- Maintain an up to date list of scores received from archers
- Update or advise the Webmaster of any new records
- Maintain a record of members handicaps

### Safeguarding (including child protection)

- Refer to Archery GB Safeguarding policy for guidelines

### Equipment Officer

- Ensure the maintenance of the equipment stored in a good safe manner
- Report any deficiencies to the Club Chairman
- Discuss with the Tournament Officer their requirements for tournaments
- Discuss with the Coaches their requirements for courses
- Maintain an up to date inventory of the Club Equipment
- Submit any receipts to the Treasurer for cash paid out

#### Tournament Officer

- Maintain and annual schedule of all tournament events & fun shoots and advise the Committee
- In conjunction with the Equipment Officer request equipment for tournaments and fun shoots
- Ensure field captains have been appointed for tournaments and all score sheets are submitted to the Records Officer
- In conjunction with the Secretary ensure all medals etc. are requested, And results presentations have been advised
- Ensure dissemination of results and future events to all club members are made available to the webmaster

17. The Club Committee may co-opt additional member and/or appoint and dissolve sub-committees when required.
18. At all General Meetings only Full Members have voting rights, but others may attend to express viewpoints. One quarter of the full membership shall form a quorum. Each Full Senior/Junior Club member shall be entitled to one vote.
19. The Club Committee shall be empowered to decide and act on any circumstances arising that are not covered by the rules above.
20. Committee Meetings should be at least bi-monthly and dates of all such meeting shall be published at least one week before such meetings to allow members to inform the Secretary of any matters they wish to be raised at such meetings. Minutes of all meetings, including any ad hoc meetings of committee whereby decisions are made in lieu of an official meeting shall be published on the club website, or circulated by email to all members,

#### **SUBSCRIPTIONS**

21. All members as shown under Club Membership, other than Honorary Members shall pay an annual subscription to the Club. This will normally be determined at the AGM, but where necessary be adjusted at the Club Committee meeting at any point in the year to meet the needs of the Club. Archery GB Fees are exempt as fee adjustment dates for these are beyond the clubs control.
  - The Club subscriptions shall be due on the 1<sup>st</sup> September, to coincide with the appropriate Archery GB, ECAA (County) and SCAS (Regional) Fees
22. Any member who has not paid their club subscriptions by the end of October of that year shall cease to be a member of the Club

## **FINANCE**

23. A bank account shall be maintained in the name of the Club and the Chairman, Treasurer, Secretary and Equipment Officer will be signatories.

## **GENERAL MEETINGS and EXTRAORDINARY GENERAL MEETINGS.**

24. The AGM will normally be held within one month of the end of the financial year and held on a date and at a place to be determined by the Club Committee. No less than 28 days' notice of such meetings shall be sent to each club member.
25. The Club Committee, or at the request of one quarter or more Club members, shall call an EGM not less than 14 day's notice of such a meeting shall be sent to all Club members
26. PLACE HOLDER ADDED FOR HOW NOMINATIONS SHALL BE VOTED ON ONCE AGREED

## **SERVICE**

27. All members may be requested to assist the Committee in field maintenance. This work will be what can be reasonably accomplished, within the Health & Safety guidelines, maintaining the field, trees and hedges constituting the Scout Centre's property, the Club's equipment and other facilities utilised by the Club. This work will be scheduled in consultation with the membership and a rota of "work days" will be maintained by the Club.

## **DISSOLUTION**

27. In the event of dissolution of the Club, following disbursement of all outstanding creditors, each member of the Club will be refunded a pro-rata proportion of the current year's membership fee.
28. The fate of the Club's material assets will be determined by majority vote of the membership following discussion at an EGM to dissolve the Club (with a quorum of 3) The assets will be distributed in a charitable way to help others.

## **Annex A – Beginner's Courses**

1. Beginner's Courses will consist of sessions totalling a minimum of 9 hours of coaching, whether inside or outside and the cost, irrespective of age, being set by the Committee,
2. All courses will preferably be organised and run by AGB qualified coaches, whenever possible, but they may be assisted by other experienced members if necessary. Any such members assisting will have been given basic coaching preparation by qualified coaches; will have at least 3 years AGB membership, or being judged to have the required basic technical knowledge by the Head Coach for the course.

### **Use of Club Shooting Equipment**

1. All members will be encouraged to purchase their own equipment as soon as is practical, but will be allowed to use the Club equipment, where this is available, for a period of 8 weeks after completion of their training.

2. Priority on Club equipment must be given to persons on a Beginner's course. The fees for Beginner's Courses do not cover the cost of damage to equipment, caused by negligence of the participant. Where applicable, this will be assessed by the Equipment Officer.

## **Annex B – Guidelines for the Supervision of Shooting**

These guidelines form a statement of policy for Club shoots and other archery activities involving Club members, their guests and other individuals shooting on Scout premises.

1. All shooting must be in accordance with the Archery GB Rules of Shooting, under the control of a Field Captain, who must be a Club Senior member, having at least 3 months membership and satisfied the Committee of the capability for this role.
2. AGB Rules of shooting 103 - Numbers Present
  - 2.1. (a) When any shooting is in progress there should ideally be a minimum of two people present each being a minimum of 18 years of age, one of whom may be a non-archer to act as a lookout. The archer is responsible to inform the lookout of all safety aspects applicable. Where two adult archers are present and shooting together they will alternate on the shooting line so that the non-shooting archer can act as the lookout.
  - 2.2. (b) Juniors. When junior archers (ie archers under 18) are shooting individually or in groups they must be supervised by an adult member of Archery GB and a second adult must be present.
  - 2.3. (c) In the case of Black Stag Archers range, which is fenced all round, where the public has no legal right of access and with a warning notice displayed at all entrances and points of access, the following concessions may apply notwithstanding the provisions of 103(a) and (b) above:
  - 2.4. (i) Solo shooting by senior archers (ie archers 18 and over) is permitted. Any member shooting on their own is doing so at their own risk in respect of personal injuries.
  - 2.5. (ii) Provided that they are an adult member of Archery GB, one parent/guardian alone may supervise their own child(ren)
3. Whenever possible and particularly if less than 4 people are present, the main gates must be closed and locked to prevent members of the public entering the field uninvited.
4. All personal accidents whilst on club premises, as identified by the club insurance policy, must be reported in writing to the Club Secretary, or Chairman, as soon as possible after the event and documented in the Accident Book.
5. The instructor-in-charge of a "taster shoot" is responsible for ensuring that all equipment defects are reported to the Equipment Officer as soon as possible and certainly within 48 hours following the event.
6. Where equipment is damaged that would be dangerous to use, that equipment must be labelled with description of the damage and labelled with instruction not to use and reported to the Equipment Officer.
7. Black Stag Archers adhere to the following policy for Field Archery
  - 7.1. Where archery is practiced by juniors they may take part in rounds that employ targets depicting animals, but only with the explicit permission of a parent, or guardian.

8. Dogs, which are not considered to be assistance dogs may be allowed at the discretion of the committee. The Committee may use discretion as to which dogs might be prohibited, dependent on the behaviour of any animal in question, the owner's control and possible reservations of other members present.
  - 8.1. Anyone wishing to bring a dog to an event should check with the Committee beforehand.
  - 8.2. Non-assistance dogs should not enter the field of play nor be within 10m of the shooting line.
9. All Dogs
  - 9.1. It is the responsibility of the dog owner to keep the dog under control at all times and, in view of the nature of the sport, this will usually involve the dog being kept on a lead at all times. In addition, dog owners are responsible for clearing up their own dog's mess.
  - 9.2. If any dog causes issues with the shooting, then organisers and/or judges may ask the owner to remove the dog from the event.
  - 9.3. If any other attendee has concerns about the presence or activities of a dog or its owner, then they should raise this with the Committee, or senior member present.
10. Non-Compliance
  - 10.1. If an assistance dog or any other dog displays inappropriate and/or disruptive behaviour, the handler and the dog may be asked to leave the event.

Approved by Phil Beadle – Club Secretary Paul Siggins – Club Chairman July 2024

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3.0	April 17	Sally Pascall	Updated
3.10	3.9.2023	Phil Beadle	Minor revisions for current practical requirements, reflecting changes to AGB/World Archery procedures etc, following long period of reduced club activity, brought about by Pandemic etc.
3.20	6.7.2024	Phil Beadle	Updated for approval at 2024 AGB