



## Durham City Archers

### Club Constitution and rules

#### **1. The Club**

The club shall be named Durham City Archers, hereafter referred to as “the club”. The club will be affiliated to Archery GB, Northern Counties Archery Society, Durham & Northumberland Archery Association and will as such adhere to any rules, policies or guidelines set at a county, regional or national level.

#### **2. Registered address**

The registered address of the club will be that of the Club Secretary.

#### **3. Club objectives.**

The objective for which the club is established is:

*To promote and encourage the sport of archery in all its forms other than Crossbow and Bow hunting*

In furtherance to the above objective, the club shall have the following powers:

- a) To encourage and promote participation in the activities of the club by individuals, clubs and other organisations concerned in the sport of archery.
- b) To affiliate members to the Durham & Northumberland Archery Association and the Northern Counties Archery Society and to be represented on the committees thereof.
- c) To invest the monies of the club not immediately required for its purposes in such investments, securities and investments thought fit.
- d) To adhere to rules and guidance set by governing bodies including but not limited to; World Archery, Archery GB, Northern Counties Archery Society and Durham & Northumberland Archery Association.
- e) To do all other lawful things necessary to carry out the objectives of the club providing that:
  - i. In raising funds for its objectives, the club shall not undertake any permanent trading activities.
  - ii. The income and properties of the club shall only be used to promote the objectives of the club as described in the constitution.

#### 4. Membership

- a) Membership shall be granted in one of three categories:
  - i. Senior Members
  - ii. Junior Members
  - iii. Honorary Members
  
- b) Any person interested in archery may apply to become a member of the club in one of the following situations:
  - i. Completed a beginners course within the club: An archer may apply for membership having completed a Durham City Archers beginners course and been assessed as safe and competent by an Archery GB qualified club coach.
  
  - ii. Completed a beginners course elsewhere or self-taught: An archer may apply for membership following an assessment by an Archery GB qualified club coach. The archer must demonstrate that they are competent and safe to shoot, if they do not meet this requirement membership will be rejected.
  
  - iii. Archery GB affiliated archers moving clubs/ direct members wanting to join a club/ 2<sup>nd</sup> claim member application: An archer may apply for membership following an assessment by an Archery GB qualified club coach. The archer must demonstrate that they are competent and safe to shoot, if they do not meet this requirement membership will be rejected.
  
  - iv. Visiting members of Archery GB must contact the Club Secretary prior to attending the club, present their Archery GB card to a committee member upon arrival at the club and pay the appropriate line fees (Appendix A). Visiting members should be advised as to the layout of the venue, location of equipment and club safety procedures. Where the archer is found to be behaving in a manner that is disruptive or unsafe, the club reserves the right to immediately request the visitor to leave the premises and/or deny any further requests to shoot at the club.
  
- c) Any member whom the club wish to honour may be elected at a General Meeting of the club as an honorary member. Honorary membership is an ongoing status and shall include the payment of Archery GB and affiliation fees. Honorary members are bound to the rules as per Section 9 (Club Rules) and disciplinary action may result in revocation of the title. A list of current Honorary members is found in appendix A.

- d) The club and its members shall affiliate to Archery GB, Northern Counties Archery Society (NCAS) and Durham and Northumberland Archery Association (DNAA). All members shall adhere to the policies, rules and guidance implemented by these governing bodies.

## **5. Fees**

- a) All members will be required to affiliate with Archery GB, NCAS and DNAA on an annual basis (affiliation fees).
- b) Club members will pay the appropriate Archery GB, NCAS and DNAA fees directly to the club via the Treasurer, Club Secretary or nominated person. This will be required upon joining the club and again prior to Archery GB membership expiry on 30<sup>th</sup> September. 2<sup>nd</sup> Claim members must arrange all affiliations through their home clubs. Where members are Archery GB direct members, they must arrange the payment of DNAA and NCAS fees as instructed by the County Membership Secretary within DNAA.
- c) In addition to affiliation fees, ALL members will be required to pay membership fees to the club, as detailed in appendix A. There are two types of payment schedules:
  - i. Annual membership: Members may pay an annual fee to the club. The membership year runs 1<sup>st</sup> February to 31<sup>st</sup> January of the following year. Members join during the year may choose to pay a pro-rata payment as calculated and agreed by the club Treasurer.
  - ii. Monthly membership: Members may pay fees in monthly instalments via standing order. The monthly fee shall equate to 1/12<sup>th</sup> of the annual fee.
- d) Any member who is found to be deficient in payment for either membership fees or affiliation fees will be prohibited from shooting until the appropriate payments are made.
- e) Archery GB affiliated visitors to the club will be required to pay line fees as outlined in appendix A. Payment must be made in cash during the session and Archery GB cards must be presented to a club official prior to commencing shooting, as per section 4 b (iv).
- f) Club fees will be set by the committee and agreed upon at the Annual General Meeting.

## **6. Management**

- a) The management of the club will be entrusted to a committee of elected officials. Posts will be held for one year and will be voted upon at the Annual General Meeting.

- b) The committee will consist of the following officers as a minimum:
- Chairman (Executive committee)
  - Club Secretary (Executive Committee)
  - Treasurer (Executive Committee)
  - Welfare Officer

Alongside any other roles identified in Appendix B.

The roles and responsibilities of committee posts can be found in appendix B.

- c) The Club will be managed through the club committee consisting of the posts listed in item 6(b) and Appendix B.
- d) If a member of the committee retires without completing their term, their post shall remain vacant at the point of retirement and be advertised to the club members on a monthly basis. Where a nomination is received, a vote will be called to elect the individual to post. Where a member of the executive committee retires during their term, their post will be advertised to members via email within 7 days of receiving notification of intention with withdraw from the post. Where there are no volunteers for the executive post, it may be required for a current committee member in a non-executive role to adopt the executive title until a suitable replacement can be found. In this circumstance, it may be necessary for the interim executive to delegate tasks associated with the role to other members of the committee or club.
- e) The Club Secretary will convene the committee meetings and keep accurate records of items discussed. The committee will meet no less than 4 times per year.
- f) A quorum for business to be agreed at Club Committee level will be 6 persons, 1 of which will be required to be a member of the executive committee. Where a quorum cannot be achieved, the meeting shall be postponed until the next agreeable date.
- g) The Club committee will be responsible for adopting new policies, codes of conduct, rules and other matters that affect the organisation. All decisions are required to be recorded within the meeting minutes.
- h) During meetings of the Club Committee, Annual General Meeting or Extraordinary General Meeting, the Chairman shall, if necessary, have a casting vote.
- i) The Club committee will have powers to appoint sub-committees as necessary and appoint advisers to the Club committee as necessary.

- j) To ensure posts are filled following fair and open competition, no new posts that include voting powers shall be added to the committee without amendments to the constitution and the calling of an Annual General Meeting or Extraordinary General Meeting. All club members are required to be informed of new posts and have the opportunity to apply and be installed following a vote. Non-voting roles may be implemented by agreement of the committee.
- k) The Club Committee will be responsible for disciplinary hearings of members who infringe any rules or regulations in force. As such, they will be responsible for taking any action of suspension or discipline following hearings.
- l) In an emergency, the executive committee (Chairman, Club Secretary and Treasurer) will have powers to act without calling a Committee meeting.

## **7. Finance**

- a) The Treasurer shall cause to be prepared, and shall present at the AGM, a balance sheet showing the financial position of the club on 31st of December of the preceding year, together with an income and expenditure account for the 12 months ending on that date.
- b) A bank account shall be maintained in the name of the club. All cheques and orders withdrawing monies from the account shall be signed by any 2 of the Chairman, Treasurer, or Secretary. All payments and withdrawals from the account made using the club debit card, shall be confirmed either verbally or in writing, before the payment is made, by a member of the executive committee.
- c) The club shall be run as a non-profit making organisation, and the bank balance should only reflect the running costs and known eventualities. Any surplus income or profits will be re-invested in the club. No surplus assets will be distributed to members or third parties.

## **8. General Meetings**

- a) The Annual General Meeting (AGM) shall be held before the end of March at a place to be determined by the committee. Each member shall receive no less than 28 days clear notice of such meetings
- b) The Executive Committee may call an extraordinary general meeting (EGM). Procedures for EGMs will be the same as for AGMs.
- c) The required quorum for general meetings will be 15 members.

- d) Each club member will be entitled to one vote. In the event of a deadlock, the chairman shall have the casting vote.
- e) Each club member entitled to receive notice of the meeting shall receive notice for which the meeting has been called, and of any business to be conducted at the meeting.
- f) Where a meeting includes the election of club officials, nominations for available posts must be sent to the Club Secretary no less than 3 days prior to the meeting.
- g) Where no nominations for Club Official posts are received, or if nominations are withdrawn. The post shall remain vacant at the point of the meeting and be advertised to the club members on a monthly basis. Where a nomination is received, a vote will be called to elect the individual to post.

## **9. Club Rules**

- a) The Club rules are detailed in appendix C.
- b) The Club rules are produced in addition to rules set by Archery GB, NCAS & DNAA. Rules set at a National, Regional and County level (including the Rules of Shooting) supersede any rules set by the club and must be observed at all times.
- c) Non-adherence to rules will result in disciplinary action being taken.

## **10. Safety, complaints, disciplinaries and appeals.**

- a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults (Appendices D & E). Appendix F demonstrates the actions that will be taken where there are concerns regarding abuse.
- b) The Club Welfare Officer is the lead contact for all Club members in the event of any safeguarding incidents.
- c) All safeguarding concerns must be reported using the incident report form appendices G & H.
- d) Any accidents that occur within the club during regular club sessions, on-site tournaments or additional sessions in which archery will be taking place must be recorded in the club accident book and the Club Secretary informed.

- e) For events such as beginners courses, taster sessions, membership assessments, have-a-gos and demonstrations, Archery GB rules must be adhered to at all times.
- f) A first aider should be present during all shooting sessions, if there are concerns about the a members health or welfare outside the remit or skills of a first aider, then medical attention should be sought immediately by contacting 111 or incase of emergency, 999. A list of first aiders can be found in appendix I.
- g) All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary using the complaints form in appendix J. This form will be made available to members via the website. The management of complaints will occur as per appendix K.
- h) The Club Executive Committee will meet to hear complaints within 28 days of a complaint being received. The committee has the power to take appropriate disciplinary action including the termination of membership from the club. In cases where there has been an incident that posed a risk of harm/ actual harm to members, vistiors or the public, the committee will meet at the earliest possibility. In cases of emergency, the Executive Committee have power to take immediate action.
- i) 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.
- j) There will be the right of appeal to the Club Secretary following disciplinary action being announced. In the event of an appeal against the decision of the Committee, the Chairman 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.

## **11. Dissolution**

If the Club becomes financially unviable the Club Committee can propose that the Club be dissolved. At least 14 days' notice should be given to all members of such a meeting, and a decision can be reached by 2/3rds of all members attending the dissolution meeting. The assets remaining when all debts have been paid shall be given to other groups with similar charitable and sporting aims.

## **12. Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM. Appendices may be changed at a full committee meeting, and communicated to members within 7 days of the change commencing.

### **13. Declaration**

Durham City Archers hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

Name: Paul Graham - Club Chair

SIGNED:

DATE:

Name: Jenna Goat - Club Secretary



## **Appendices**

Appendix A: Membership fees and honorary members.

Appendix B: Committee Job Descriptions

Appendix C: Club Rules

Appendix D: Safeguarding Policy – Children & Young People

Appendix E: Safeguarding Policy - Adults

Appendix F: Safeguarding flow chart

Appendix G: Incident Form

Appendix H: Incident Form – Children

Appendix I: First aiders.

Appendix J: Complaint Form

Appendix K: Complaint Flow Chart

## **Appendix A: Membership Fees 2019-2020**

### **Durham City Archers**

#### **Membership Fees**

- Fee period 1<sup>st</sup> February 2019 – 31<sup>st</sup> January 2020

Adult Fees: £120.00 per annum  
£10.00 per month via standing order

Junior Fees (under 18): £30.00 per annum  
£2.50 per month via standing order

University Students: £25.00 Outdoor season only

Line fees: £3.00 per session

### **Durham City Archers**

#### **Honorary Members**

2019: Mr Keith I'Anson

## **Appendix B: Job Descriptions.**

### **Durham City Archers – Job Descriptions**

#### **Chair:**

- Executive Committee Position
- Is a voting member of the Committee and shall have the casting vote in the event of a deadlock.
- Horizon scanning for new archery related activities / interests / developments / funding streams etc and reporting this back to the committee for discussion
- Oversees the logistics of committee's operations.
- Chairs the meetings
- Leads the committee
- Acts as figurehead and spokesperson both within and outwith the club
- Ensures business is dealt with and decisions made.
- Ensures the implementation of decisions is clearly assigned and monitored.
- Decide on timelines for actions of committee meetings and follow up with individuals as to completion of actions in liaison with the secretary
- Organise additional committees where necessary (i.e. Fundraising committee, complaints committee etc)
- Represents the club at county meetings.
- Authorised signatory on all club accounts.

## **Club Secretary:**

The principal role of the club secretary will be to be responsible for the administrative affairs of the club as well as communicating and recording all activities in regard to the club to the members in a timely manner.

The club secretary should also be responsible for the archery club incoming mail from external bodies and re-directing as applicable to the responsible committee member.

- Executive Committee position
- Voting Member of the committee
- Address for all formal communication to the club
- Authorised Signatory for club accounts.
- Represent the club at County Meetings
- Produce Meeting Agendas
- Take note of meetings
- Maintain Membership Database
- Communicate with club members via appropriate methods.
- Issue notice for meetings
- Deal with affiliations / membership enquiries and applications.
- Maintain Club Handbook, policies and procedures.
- Maintains the Club Website and Facebook Page.
- Hold insurance documents
- Maintain any official paperwork relating to the club
- Sign for certain awards on club shooting days i.e. six gold ends
- Club Elector for the club
- To ensure all actions of meetings are communicated to individuals and support the chair to ensure actions are completed.
- Point of contact for the public in regard to queries and membership assessment requests.

## **Treasurer**

- Executive committee position
- Voting Member of the committee
- To Act as an authorised signatory
- To control all actions relating to money coming into and going out of the DCA account.
- To advise all members as to when annual club membership payments are due.
- To advise all members as to when annual Archery GB payments are due.
- To liaise with the Club secretary to ensure the Archery GB as well as County and regional payments are forwarded to the recognised bodies, as quickly as possible, on behalf of current and new members.
- To outline clearly to all new members, ways of paying club membership.
- To forward as and when required invoices to County for use of club premises, equipment and refreshments.
- To release money to committee members for necessary purchases on behalf of DCA.
- To research all capital investment to ensure that the best deals are always acquired on behalf of DCA.
- To attend committee meetings and vote on issues to on matters relating to DCA.
- To keep members informed of the account balance, and to have on hand if required receipts and invoices for current year.
- To oversee and advise when required, membership contributions in order to maintain a working balance of money within DCA account.
- To ensure that all new members fill in membership forms and to pass them on to the club Secretary for filing.

## Records Officer

The role of the records officer is to be the point of contact for club members in regards classifications, handicaps and record claims and also to be point of contact for the County Records Officer in regards County Records or other claims. To fulfil this role officer will:

- Voting member of the committee
- Collect scores from members for club records, classifications, handicaps & any other claims i.e. 252 claims.
- Maintain the database of records and club scores and update club records section of the website.
- Collect and submit scores for DNAA Logical League, Postal leagues and any other leagues that the club participates in (i.e. Bow International 70m League).
- Administer and actively promote indoor and outdoor classifications schemes (e.g. AGB classification schemes, seasonal club schemes and County schemes)
- Distribute classification badges, club record certificates and any other awards as required at the awards evenings or club session if member is not available at the awards evening.
- Keep a record of the holders of club trophies and any special awards (Archer of the Year, most improved archer etc).
- Update Facebook with any club score related news as required.
- Organise the purchase of award badges (classifications, 252 etc), club awards & trophies and organise printing of club record/ award certificates.
- Liaise with the Tournament Organiser to organise End of Season Competitions.
- Liaise with the members for any bow category changes. Confirm age categories of members with the Club Secretary.
- Report to the committee at the AGM in regards the year's records, classifications etc.
- Actively approach members (individually or by doing shout outs) to promote classification schemes, club shoots and county/national shooting programmes (i.e. postal leagues or January Challenge).

### **Equipment Officers:**

- Voting members of the committee
- Maintain and repair club archery equipment.
  - Including, but not limited to: Bows, Arrows, Stands, Bosses etc.
- Identify and dispose of club archery equipment not fit for purpose in the appropriate manner.
- Advise on replacement club archery equipment.
- Advise on new club archery equipment.
- Purchase Equipment.
- Maintain up to date inventory of club equipment.
- Carry out stock checks.
- Liaise with Beginners Liaison and Tournaments Officers to ensure they have the equipment needed to host events.

### **Welfare Officer:**

- Voting member of committee
- The distribution/display of leaflets/codes of conduct to members, parents and young people
- Advise on the development of activities for young people within the club
- Support the registration of all personnel involved in activities for young people within the club/organisation (DBS checks)
- Receive, record and pass on to the AGB Child Protection Officer, any concerns relating to the welfare of young people and vulnerable adults
- Be point of contact for the club for CPO information from the County and liaise with the CCPO as required
- To keep a Child Protection, record of all Junior and Vulnerable Adult members.
- To be known by all Junior and Vulnerable Adult as a person to whom they can talk and/or report all fears and concerns.
- To be a member of the DCA management Committee.
- To be a 'friend' to Junior and Vulnerable Adult members and their parents/carers, to encourage them in their archery and to ensure they are included in all club activities.
- To ensure Junior and Vulnerable Adults are aware of all coaching opportunities available to them.
- To work with the County CPO to review the CP Policy.



## **Tournament Organiser:**

duties include but are not limited to:

- Voting member of the committee
- **Before the Event be responsible for:**
  - Record status applications if they are required.
  - Booking the venue
  - Entry form design and distribution
  - Booking of Judge and Lord/Lady paramount
  - Accepting and compiling entries
  - Compilation of Target List and distribution if appropriate
  - Venue preparation – laying out/measuring of hall/field
  - Enlisting a field party to help prepare targets/ change faces & targets on the day.
  - Preparing score sheets
  - Ensuring ample clip boards and pens available
  - Organising raffle
  - Organising Judges & paramount's gifts
  - Prepare and print sheet for trophy signatures
  - Ensure the tournament if is up-to-date and accurate.
- **On the day, in conjunction with the field party:**
  - Check range layout is in line with the rules of shooting in liaison with the Chair of Judges.
  - Results compiling on the day of the tournament
  - Results announcement
  - General management of the event and field party.
- Medal/trophy inventory & restocking when necessary
- Liaising with Equipment Organiser and treasurer re target faces stock prior to tournaments
- Informing DNAA of any tournaments to add to the DNAA calendar
- Organise and promote end of season shoots
- Liaise with the Records Officer for organisation of End of Season Club shoots (dates, times, round, score sheets etc) and book dates and times for DNAA Postal League competitions. Ensuring any club events do not affect delivery of the club beginners courses.
- Ensuring the Tournaments file is up to date.
- Mentoring and development of the Assistant Tournament Officer

## **Assistant Tournament Officer**

- Voting member of the committee.
- Main roles and responsibilities are assisting in the successful planning and running of club competitions, as outlined in the Tournament Officers duties.

## **Beginner Liaison:**

- Voting member of committee
- Receive and respond to communications regarding beginners
- Maintain beginners waiting list and update as required
- Plan beginners courses for indoor seasons; including dates, capacity and prices. Ensuring there are no clashes with other club events.
- Order stock for beginners courses.
- Maintain beginners equipment seeking assistance from equipment officers if needed.
- Arrange coaches for beginners courses.
- Allocate beginners to coaches and issue briefing notes prior to the courses.
- Administer the Beginners Course Eventbrite Page.
- Arrange beginners development activities.
- Recruit and train beginners course coaches.
- Communicate information prior to the course to the individuals in regards general information such as exact location and times and also safety such as clothing, contraindications to shooting (injuries etc)
- Promote the course on the Facebook page and answer any queries.
- Respond to any complaints regarding beginners courses.
- Organise certificates for distribution on completion of the course.
- Liaise with Club Secretary and provide details of beginners joining the club for Archery GB affiliation purposes.
- Arrange membership assessments and provide details to the Club Secretary.
- Plan and deliver the 'Introduction to Outdoors' session.

### **Training and development officer.**

- Voting member of the committee.
- Liaise with club coaches to deliver one to one and group coaching sessions.
- Proactively encourage participation in classification schemes, club schemes (e.g. 252 scheme, AGB progression awards) and club shoots, in partnership with the Records and Tournaments officers.
- Assist the Records officer to ensure accurate and up to date scores are recorded.
- Communicate effectively with the Beginners Liaison to ensure the workloads placed onto the coaches and organised events do not affect the delivery of Beginner Courses.
- Promote coaching within the club and keep accurate records on members progress.
- Assisting in arranging club shoots/novelty shoots in partnership with the tournaments officer to encourage submission of classification scores, handicaps and promote the social aspect of the sport.
- Assisting the tournament officers to arrange end of season shoots.
- Produce a schedule of events in relation to archer training and development for the season and actively promote events via shout outs, posters, Facebook posts etc.

## **Appendix C: Club Rules**

### **1. General Rules**

1.1. All members of Durham City Archers are expected to abide by the Archery GB Rule of shooting, as well as the club constitution, rules, safety and general guidelines, policies and risk assessments.

1.2. Club members shall behave at all times in a manner not likely to bring the club in to disrepute.

1.3. It is the responsibility of all members to inform the Welfare Officer of any changes to their health that could be considered a disability. This will enable the Committee to perform the necessary risk assessments and to make reasonable adjustments in line with current legislation.

1.4. All Club members responsible for the safety of themselves and others on the range; in addition to observing current safety guidelines and risk assessments; where members identify any new hazards within the club they should take appropriate action to mitigate the risk of harm or report the issue to a committee member. Members are also expected to keep the club storage container in a tidy condition and to report any defects in club equipment to the Equipment Officers.

1.5. Senior archers and parents of junior archer must make themselves fully conversant with Archery GB Rules of Shooting and club rules.

### **2. Shooting Rules**

2.1. When shooting outdoors, the shooting area must be roped off before any shooting commences.

2.2. Archers must not shoot alone, at least two persons must be present whilst shooting. Experienced senior members may shoot in the presence of a responsible adult, who need not be an archer, but who must be aware of current safety guidance and must keep watch for members of the public trespassing on the shooting range.

2.3. Juniors members under 18 must have a responsible adult on site at all times. For junior archers aged between 10 and 12, the responsible adult must also be an archer known to the child. Please note it is not acceptable to ask club members to supervise juniors, unless it is a pre-arranged coaching session.

2.4. When searching for missing arrows, the archer concerned must inform their target companion, a neighbouring archer or any other archer. The person informed must ensure the cohort are aware of the archer behind the target to prevent the clear command being called to commence shooting.

2.5. Should any arrows that have missed the target not be found, the owner of the arrow must inform a senior member. Any missing arrows will then be looked for by all archers present as led by the owner of the arrow. Where arrows have not been found and members need to leave the session, the missing arrow must be recorded and reported by the owner of the arrow to the Club Secretary, who will take the appropriate action.

2.6. Club bows may be used by any club members, who will be responsible for its safekeeping and return to storage after use each time. In no circumstances will club equipment be removed from the site without committee approval. Misuse of club equipment may lead to disciplinary action.

2.7 No crossbows are to be used at the club at any time.

2.8 In addition to these rules, members will familiarise themselves and adhere to the Archery GB rules of shooting.

### **3 Etiquette**

3.1 All archers are expected to assist in the setting up and taking down of the range, unless otherwise directed. Where an archer is present at the start or end of shooting, they must assist in setting the range up, or taking it down (where all archers have finished shooting) prior to putting their own equipment away. This includes visiting archers and 2<sup>nd</sup> claim members.

3.2 The maximum number of persons shooting on one target will be 4. If this number is exceeded, then another target will need to be set up.

3.3 Archers should shoot no more than six arrows per end outdoors and five arrows per end indoors, unless they can do so comfortably without holding up other archers for example during beginners courses.

3.4 Members must ensure the storage areas are kept in a clean and tidy condition. Members are requested to attend equipment maintenance sessions as arranged by the club.

3.5 Coaching may be organised by contacting the Training and Development Officer. Please remember that coaches are also archers so they may not be available to coach on an ad hoc basis. Please respect their wishes if they are unable to assist during a club session. Coaching and development sessions will be arranged and publicised as they become available.

3.6 Where a member receives coaching from a coach who is not a member of the club, the archer should contact the Club Secretary prior to arranging for the coach to attend the club out of courtesy for our existing club members and coaches. Where permission is granted for an external coach to attend the club, the coach is to only tend to the named archer and not interrupt other archers within the club.

Where the intention is for a coach to deliver coaching to more than one member, separate sessions should be arranged, or the coach should arrange the members to attend their home club as guests. Second Claim members must not invite external coaches to the club and should arrange for this coaching to take place at their home club.

### 3.7 Some good etiquette tips include:

Do not talk in a loud voice when others are shooting

Do not make any exclamations on the shooting line that may distract your neighbour.

Do not walk off the shooting line when your neighbour is at full draw,

Do not touch anyone else's archery equipment without permission

Do not shoot distances beyond your capability, continuously missing and holding up shooting.

## 4 Behaviour

4.1 All members are requested to behave in a respectful manner to one another, please be mindful of actions that may be deemed offensive by others.

4.2 All members will be subject to a probationary period of 6 months from receipt of membership. If the archer is subject to disciplinary action in this period, the Club reserves the right to terminate membership or extend the probationary period.

4.3 Bullying or intimidating behaviour will not be tolerated and may lead to dismissal from the club.

4.4 Any complaints regarding other members of the club will be dealt with in line with the club constitution and Archery GB disciplinary policy.

4.5 Activities that are deemed to be dangerous or pose a risk to the members, or public may result in immediate suspension or dismissal.

4.6 Any accusations that fall under the remit of Safeguarding children or vulnerable adults will be dealt with by the Welfare Officer and Executive Committee in line with Archery GB's safeguarding policies.

## 5 Membership

5.1 Participants of the Durham City Archers beginners course will be eligible to join the club upon successful completion of the course and subsequent assessment by an Archery GB qualified coach.

5.2. Where potential members have been self-taught, completed a course elsewhere, are moving clubs or are returning to shooting, they will be required to undergo a membership assessment. A Membership Assessment will be performed by an Archery GB qualified coach. Should the potential member pass the assessment, they will be eligible to join the club. If the member does not pass the assessment, the club reserves the right to reject a membership application. In addition to assessing shooting competence; the membership assessment will include an introduction to the club, information regarding the site and facilities and completion of membership paperwork.

5.3 Archers who are applying to the club for 2<sup>nd</sup> claim membership will also be required to undergo a membership assessment with a qualified coach, as constitution item 4 b (iii).

5.4 Should a member wish to terminate their membership, they should write to the Club Secretary at [secretarydca@gmail.com](mailto:secretarydca@gmail.com). Membership can be terminated at any time with no minimum notice period.

## Appendix D: Safeguarding Policy – Children & Young People



The Archery GB Safeguarding Policy – Children and Young People is available at:  
<https://www.archerygb.org/about-us-structure-safeguard/safeguard/policy-guidance/>



## Appendix E: Safeguarding Policy – Adults



The Archery GB Safeguarding Adults Policies and Procedures are available at:

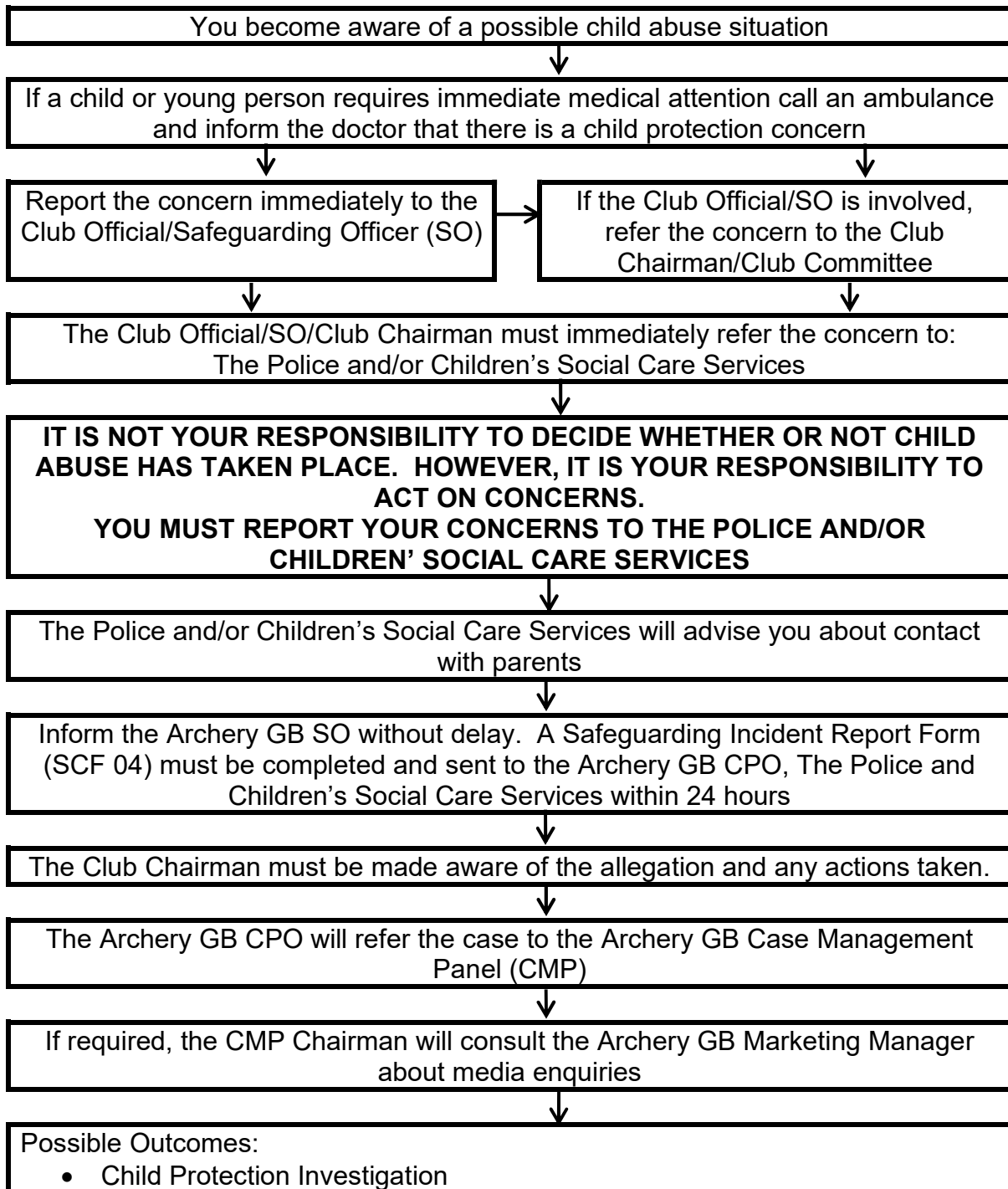
<https://www.archerygb.org/about-us-structure-safeguard/safeguard/policy-guidance/>

## Appendix F: Safeguarding flow chart



### CONCERNS ABOUT POSSIBLE ABUSE

Guideline procedures for concerns about possible abuse within or outside the Archery GB environment



- Police/ Children’s Social Care Services inquiry and possible criminal proceedings
- Police/ Children’s Social Care Services inquiry and referral back to the Archery GB CMP
- Archery GB CMP referral to an Archery GB Disciplinary Panel
- Following a Disciplinary Panel decision, there may a referral to an Archery GB Appeal Panel

Allegations of this nature are sensitive and should only be discussed on a “need to know” basis. Confidentiality must be maintained until the outcome of the investigation is released

**DO NOT DELAY REPORTING YOUR CONCERNS**



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

## Appendix G: Incident Form



### Incident Report Form

If there is an incident, you should follow the procedure in the flowchart. (For incidents involving children, please use the Safeguarding Incident Report Form, SCF 04.)

- Contact the emergency services and relevant authorities if necessary.
- For all incidents, fill in two copies of this form. Keep one copy of the form in the incident book and send one copy to the Archery GB Lead Safeguarding Officer or CEO.

Organisation information (club, county, region and so on)	
Organisation's name:	
Name of organisation's secretary:	
Address:	
Phone number:	Mobile:
Email address:	

People involved in the incident or alleged to have caused the incident (use a separate sheet if necessary)		
Name:	Date of birth	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:		
Phone number:	Mobile:	
Email address:	Position in club:	

Incident	
If you are reporting the concerns raised by someone else, please provide their details below.	
Name:	Phone number:
What happened?	
Where did it happen (location and address)?	

How did it happen?	
When did it happen (time and date)?	
When was it reported (time and date)?	
Who was it reported to?	Phone:
Who was it reported by?	Phone:

Witness details	
Were there any witnesses? Yes <input type="checkbox"/> No <input type="checkbox"/>	Witnesses' names and phone numbers
	Witness 1
	Witness 2
	Witness 3

Incident notification	
Has the incident been reported to any outside agencies? Yes <input type="checkbox"/> No <input type="checkbox"/>	Which agency was it reported to?
	When was it reported (time and date)?
	Who reported it (name and contact details)?
	Details of agreed action and advice given:

Follow-up actions	
Recommended follow-up action:	
Was the club, county or region secretary told? Yes <input type="checkbox"/> No <input type="checkbox"/>	When (time and date)?
	By whom (name and contact details)?
Have our Membership Services been told? Yes <input type="checkbox"/> No <input type="checkbox"/>	When (time and date)?
	By whom (name and contact details)?

Have those involved returned to the sport? Yes <input type="checkbox"/> No <input type="checkbox"/>	If not, why not?
	Is further action needed to encourage them back into the sport?

Your details			
Signature	Print name	Position	Date
Organisation official (committee member)			
Signature	Print name	Position	Date

Archery GB is the trading name of the Grand National Archery Society,  
a company limited by guarantee,  
registration number 1342150. Registered in England.



## Appendix H: Incident Form – Children



### SAFEGUARDING INCIDENT REPORT FORM

In the event of a Safeguarding incident, the following procedure should be followed (for incidents that do not involve Children, please use the standard Incident Report Form SCF 003):

- Contact Emergency Services/Relevant Authorities if required;
- For all safeguarding incidents, complete two copies of this form, keep one copy of the form in the incident book and forward one copy to organisation's secretary;

Organisation Information (Club/County/Region/Academy/Tournament etc)	
Organisation Name:	
Your name:	Position:
Address	
Tel No:	Mob:
E-mail:	

Child/Young Persons Details			
Child's Name:	Date of Birth	Ethnic Origin	Male <input type="checkbox"/> Female <input type="checkbox"/>
Parent/Carer's Name:			
Address			
Tel No:		Mob:	
Email:			
Have Parents/Carers been notified: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please give details of what was said:		

Whose concerns are being reported?	
Are you reporting your own concerns or responding to concerns raised by someone else?	
My own concerns <input type="checkbox"/> Someone else's concerns <input type="checkbox"/>	If someone else's concerns, their details:
	Name:
	Relationship to the child:
	Position in club:
	Contact details:

Person(s) involved in the incident or alleged to have caused the incident:		
Name:	Date of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:		
Telephone Number:	Mobile:	
E-mail address:	Position in Club:	

Incident Information:	
What Happened?	
Where did it happen? (location and address):	
How did it Happen?	
When did it happen? (time and date)	
When was it reported? (time and date)	
Who was it reported to?	Tel No:
Who was it reported by?	Tel No:
Any witnesses? Yes <input type="checkbox"/> No <input type="checkbox"/>	Witness name and contact details:
	Witness 1:
	Witness 2:
Has the incident been reported to any external agencies? Yes <input type="checkbox"/> No <input type="checkbox"/>	Which Agency was it reported to?
	When was it reported? (time & date):
	Who reported it? (name & contact details):
	Agreed actions/Advice given:



Child/Young Persons Account of Incident:  
(In their own words)

<b>Actions taken and Follow Up Actions</b>	
Actions taken and Recommended follow up action:	
Club/County/Region Secretary informed?  Yes <input type="checkbox"/> No <input type="checkbox"/>	When? (time & date):
	By Whom? (name & contact details):
Archery GB Membership Services informed?  Yes <input type="checkbox"/> No <input type="checkbox"/>	When? (time & date):
	By Whom? (name & contact details):
Have those involved returned to the sport?  Yes <input type="checkbox"/> No <input type="checkbox"/>	If not, why not?
	Is further action required to encourage them back into the sport?

<b>Additional Information</b>

<b>Individual Completing the Form</b>			
Signature	Print Name	Position	Date
<b>Organisation Official (Committee Member)</b>			
Signature	Print Name	Position	Date



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

## **Appendix I: First Aiders**

### **Durham City Archers: First Aiders**

Darren Goat

Carole Rowland

Mike Cusson

Carole Cusson

**Appendix J: Complaint Form**

**Durham City Archers: Member Complaint Form**

Information on this form will be kept confidential and not disclosed without prior permission.



**Details of the member making the complaint:**

Name		Membership Number	
Address			
Day Contact Number		Evening Contact Number	
E-mail			
Are you under 18?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date of Birth
Note: If you are under 18, this form must be co-signed by one of your parents or a legal guardian			

**Details of the member about whom the complaint is being made:**

Name		Position held at the club.	
------	--	----------------------------	--

**Details about the incident**

When did it happen?	
Where did it happen?	

What happened?	
What impact has it had on you?	
What can we do and how can we fix it?	

**Witnesses**

Name of Witness		Membership Number (If known)	
Day Contact Number		Evening Contact Number	
E-mail			
is the witness under 18?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Birth	

Witness statement	
-------------------	--

**Declaration of the Complainant:**

I declare, to the best of my knowledge, that the information contained in this complaint is correct.

Name: \_\_\_\_\_ Are you under 18? Yes  No

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

If you are under 18 when the complaint is filed, this form must be co-signed by one of your parents/legal guardians.

**Declaration of the parent/legal guardian:**

I have read this Complaint Form and confirm that information contained in this complaint is correct.

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**FOR CLUB USE ONLY**

Date complaint received:			
Date submitted to Secretary:			
Date submitted to the Chairman:			
Date of contact/confirmation with respondent:			
Notification sent to:	Complainant Yes <input type="checkbox"/>	Date and Time	
	Respondent (if applicable) Yes <input type="checkbox"/>	Date and Time	
Disciplinary Panel members: (3 members)			
<b>Disciplinary Hearing decision/outcome:</b>			



## Appendix K: Complaint Process

