



# Members Handbook



Hampshire  
Archery  
Association



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## A Good Archer:

- Does not talk in a loud voice whilst others are shooting.
- Does not talk to another competitor who obviously prefers to be silent.
- Does not leave a fellow archer alone on the line
- Does not make any exclamation on the shooting line that might disconcert a neighbor in the act of shooting.
- Does not go behind the target to retrieve his arrows before his/her score has been recorded
- Does not walk up and down the shooting line comparing scores.
- Does not touch anyone else's equipment without permission.
- Does not leave litter.
- When calling scores does so in groups of three, for example '9 - 9 - 9' pause '5 - 5 - 3'.
- If he breaks another's arrow through his own carelessness, offers to pay for it in cash on the spot.
- If you 'Robin Hood' an arrow, one should offer to pay for damaged arrow. The other archer should then thank you for the offer but decline as it is sometimes unavoidable.
- Thanks, the Target Captain at the end of the round for work on his behalf.

Most archery etiquette is no more than normal good manners and care for the needs of other people, but it is easy to forget or to get into bad habits. There may well be differences of opinion on certain aspects, if you want to comment personally on any issues raised by individuals or the elected committee, please feel free to do so by emailing the club secretary or your elected chairman.

Archery equipment is expensive and, in some ways, fragile, in many ways it can be awkward to deal with. Always place it down carefully, walk (never run) around and amongst it taking great care not to damage it and carry it so that you do not poke people with it.

If, when you arrive at the field, people are already shooting, especially if in a competition, keep your arrival unobtrusive and quiet. The clatter of equipment, whispered excuses for lateness, a query about how many arrows have already been shot, or even a hearty greeting, can all be distracting to someone concentrating on an important shot. Wait till the whistle blows for the end of the detail before you intervene.

On practice nights, you may want to shoot at various distances and there will usually be a number of bosses set up that you will want to use. It is polite to ask who is using a boss and to seek permission to join them before you shoot any arrows. It is very unusual for anyone to object, but there may be information that you should have before you start (for example, the person who set up the boss may be intending to change its distance shortly or it may not yet have been pegged down). Do not assume that because a boss is vacant no one is using it; there are a hundred reasons why someone may have departed temporarily intending to return.

If you want to set up an extra boss when others are already shooting, have everything ready, including pegs, a hammer, face and pins etc. so that you can do the job with minimum delay between ends. If you are doing this for the purpose of practice while others are shooting a round, do so with great care and with regard to those members.

When starting to shoot at a practice night, it is polite to wait until the whistle has been blown to end a detail and then to start your shooting at the beginning of the next detail. Otherwise, a string of archers starting to shoot in sequence can keep the whole field waiting.

When two archers are shooting simultaneously at the same boss they will normally stand one on each side of the Centre line. Establish with your partner the preferred side and do not stand so close to the Centre that he or she is crowded. Remember that your equipment also occupies space and do not let it intrude upon your neighbor. If you are being distracted or crowded by your neighbor, ask them politely to give you a little more space.

When calling your own arrow scores do it in groups of three arrows starting with the highest scoring arrow. (There are some indoor exceptions to this.) You are required, when calling arrow scores, to point to the nock of the arrow, which you are scoring, but to avoid touching either the arrow or the target face on penalty of losing the arrow score.

If arrows are lost at an end then help to look for them. It speeds the shoot if all archers assist in this. If you have lost arrows and they are not found quickly, make a record and return to the shooting line without undue delay so that others are not kept waiting unreasonably.

At the end of the shoot help to get the scores in quickly. Do not disappear, even temporarily, until you have signed your score sheet.

Do not start to pack up your kit at the end of a shoot while others are still shooting. No matter how careful you are, you will still make a noise and distract those who have not finished. This is particularly important at indoor shoots.

Do not leave the field on practice days/nights without putting away the equipment that you have been using or establishing that someone else who is still using it will put it away.

Basically - Be considerate and caring towards your fellow archers, their feelings and their equipment. This means:

- Respect the field and facilities. Don't leave litter. Use the toilet not the bushes. Take good care of club equipment and facilities.
- Get to the field on time or early - at least 30 minutes before sighters. This helps us decide how many targets to put out, or even what round to shoot.
- Do your share, as appropriate for your age and strength in setting up the field. If you are not able to carry the heavier items, do not try, but there are plenty of other tasks that you can do - e.g., setting out the line, carrying the pegs, preparing score sheets etc.
- If you arrive late be prepared to set up your own target between ends quickly and with minimum disturbance. Remember those archers already shooting a round have priority.
- Don't be afraid to ask for help or advice if you need it.
- Don't be afraid to gently let "helpers" know if you don't want advice right now
- Don't talk loudly while causing distraction to others that are shooting. This includes swearing or shouts of delight while you are on the shooting line yourself!
- Respect an archer's need for quiet, concentration or privacy. They may be close to a personal best or trying really hard.
- If a fellow archer is disturbing you, let them know. A simple shush works wonders and is better than you getting all wound up!
- Don't touch other archer's equipment unless asked to or given specific permission. This includes scopes, foot markers etc.
- Don't boast or compare scores. Many people do not want to know their own score let alone yours!
- Do your fair share of arrow pulling, scoring etc.
- Some people would rather pull their own arrows -respect this.
- Do not go to retrieve your arrows from the grass until your score has been recorded.
- Help look for any lost arrows, even on another target. You probably won't be able to start shooting until it is found anyway.
- If you break another archer's arrow through your carelessness then offer to pay for it.
- When on the shooting line be considerate of your partner(s) on the same target. Do not go up to the line or leave it when they are about to loose. Also, do not stay up on the line unnecessarily after you have finished shooting. This is equally off-putting.
- At distance changes, be prepared to help. Some may be physically unable to move the target themselves and will need assistance. At the end of a shoot make sure you check that your scores are correct and sign your score sheet.
- Do your fair share in taking down and putting equipment away.
- If shooting a longer round than everyone else, be prepared to put your own equipment away.
- Coaching on the line should take place well away from archers shooting a round.
- All bow tuning should be carried out on a bow solely set aside for that purpose and erected well away from the main shooting area.

## Safety rules

- No archer may draw his bow, with or without an arrow, except when standing at the shooting line or peg. If an arrow is used, the archer shall aim toward the targets but only after being satisfied that the field is clear both in front of and behind the targets.
- All archers shall remain behind the waiting line until the Field Captain or Judge has deemed it safe to commence shooting.
- All shooting will be controlled by the Field Captain or Judge.
- One sound signal shall indicate when the first shooting detail shall take their place on the line and begin shooting. Each archer shall shoot six arrows and immediately retire, being replaced by the archer from the subsequent detail.
- When all archers have shot, three sound signals shall indicate that all arrows have been shot and archers are clear to move forward, score and collect arrows. No archer shall advance from the shooting line before receiving this signal. *Caution should be taken for arrows on the ground in front of the target.*
- When drawing back the string of the bow an archer shall not use any technique which, in the opinion of the Field Captain, could, if accidentally loosed, allow the arrow to fly beyond a safety zone or safety arrangements (overshoot area, net, wall, etc). If an archer persists in using such a technique, he will, in the interest of safety, be immediately asked by the Judge or Field Captain to stop shooting and to leave the area.
- If anyone present where archery is taking place becomes aware that shooting should be halted for safety reasons, that person must call "FAST". On hearing this call, or a series of whistle blasts from the judge or Field Captain, all archers must immediately stop shooting, returning all unloosed arrows to the quiver. If necessary, the call of "FAST" should be repeated by other archers to ensure that everyone has heard and stopped shooting. Shooting will recommence only on the instruction of the Judge or Field Captain.
- The Judge, in consultation with the appointed tournament organizer is empowered to require any individual who is considered to be jeopardizing the safety of the tournament to immediately leave the shooting ground.
- During a timed event - Any archer who is observed to be exceeding the time limit of 2½ minutes for three arrows shall be advised of the time error after retiring from the shooting line. The score sheet for that archer shall be marked at that end to record the warning in the following manner — "Time warning". The archer will also be advised that any further violation of the 2½ minute time limit will result in the top scoring arrow of that end being disallowed. Should this continue to the detriment of the shoot or the other archers on that target, the offending archer will be asked to retire from the tournament.

## Club rules

1. Clubhouse to be locked at all times when the field is unattended. The key/combination to the clubhouse will be issued to Senior members only at the discretion of two or more members of the committee. The keys/combination must not be passed on to Junior members.
2. **All standing foam butts are to remain sited in the field and only moved in for either replacement or repair or with agreement of the Field Officer.**
3. Parking during the summer months is available along the back fence of the field and in the outer carpark. During wet winter months, parking is only allowable in the outer carpark.
4. During practice, arrow collection may be segregated only when 20 yards or 5 clear lanes separates participating archers.
5. All Members should be available to help with general maintenance of the field, clubhouse and club equipment.
6. All Members should help set up and pack away butts and equipment before and after target days, shoots and free days. All archers must book in for target days at least 1/2 hour before the sighters.
7. All umbrellas, tents, chairs and bows to be set up behind their respective lines.
8. Any lost arrows or missing club equipment to be reported to the equipment/field officer if in attendance and recorded in the 'Lost Arrow Log'.
9. Juniors are not permitted to shoot unattended on club grounds.
10. Target days will be posted on the clubhouse notice board and on the website. If you are shooting a 'target day' practice on the field on the day of the shoot before the event is not permitted.
11. No club equipment to leave field without committee permission.
12. The club cannot accept any responsibility for property left in cars or on club grounds.
13. On no account are crossbows allowed on club ground.
14. Guest archers may shoot at the Club no more than on 3 times a year and subject to the following:
  - a) Prior agreement of a Club Committee member is obtained before shooting
  - b) Must be a current member of AGB and affiliated to a club other than Sway Bowmen
  - c) Guest must complete the 'Guest Archer Record Sheet' in the clubhouse before shooting, recording ALL information and pay the green fee in advance of shooting (£5 per session)
  - d) Guest cannot use club equipment with the exception of butt and face.
15. Litter to be removed when leaving field. The field must be left clean and tidy.
16. It is the responsibility of all members to report anybody breaking club rules or generally behaving irresponsibly to a Club committee member.
17. When packing up, make a point of confirming verbally who will be locking the clubhouse door. (Each person may think the other has done so). If in doubt LOCK IT and set the alarm
18. At all times, members are bound by the ruling of the duly appointed Field Captain on the day whose decision is final.
19. Under no circumstances should any member shoot from beyond the shooting line unless tuning your bow accompanied by a club coach.
20. Clout shooting is prohibited unless within an organized and publicized round as organized by the club
21. Smoking and Vaping is prohibited forward of the tent line.
22. Greens and Whites (in any combination) can be worn at all scoring shoots, however any combination of colours may now also be worn including recognized club colours on polo or t-shirts.
23. Tops must be worn by all members at all times when shooting at all club venues.
24. **No open toed sandals/flip flops** are permitted whilst shooting. This is for health and safety reasons.
25. Driving onto and leaving the shooting field. Max speed on the field is 5 mph. All drivers should take care when driving onto and leaving the field. Failure to apply these rules above may result in further action being taken. During excessive periods of rain, drivers are asked not to park on the field area but use the main car park area.
26. In the event of an accident. Please use the first aid kit provided and complete the accident report log - located inside the main clubhouse door to the left at the earliest opportunity or within 7 days of the accident. Major accidents or incidents should be reported to a committee member immediately.
27. Club membership tags must be current and worn at all times.
28. GNAS rules and code of conduct may prevail over Club rules.

## BYELAWS ADOPTED ON GENERAL PROVISIONS

1. The Club shall be called SWAY BOWMEN hereinafter referred to as the Club.
2. The Club is a Company limited by guarantee and these Byelaws have been agreed for the proper conduct and management of the Club. In these Byelaws reference to "the Club" means the organization which is administered by the Company under and in accordance with these Byelaws for its day-to-day management and under the Memorandum & Articles of Association of the Company as to its statutory functions. In the event of any discrepancy between the Memorandum & Articles of Association of the Company and these Byelaws the Memorandum & Articles shall have precedence. These Byelaws may only be varied pursuant to the Memorandum & Articles of Association of the Company after having been considered at its Annual General Meeting.
3. OBJECTS OF THE CLUB: The objects of the Club shall be as set out in the Articles of Association of the Company.
4. SHOOTING REGULATIONS: The Shooting Regulations as prescribed in the AGB Rules of Shooting shall be accepted as governing the relevant branches of the Sport of Archery Practiced by the Club and its members. Nothing will be included in these byelaws which conflicts with that of AGB.
5. MEMBERSHIP (a) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to safety and available facilities is allowable on a non-discriminatory basis. (b) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. (c) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Disciplinary Committee within 14 days of refusal or removal of membership. The Disciplinary Committee will consist of the President of the Club, one Club Committee member and one Senior Member of the club who is not a Club Committee member. (d) There shall be the following Classes of members: Senior Members - 18 years of age and upwards. Non-shooting Junior Members - up to age 8 Junior Members - 8 up to 18 years of age. Students between 18 – 24 years of age. Honorary Members Life Members - subject to the agreement of the committee. Associate Members - non-shooting with no voting rights unless by invitation. (e) All members of the Club shall be members of the Company other than Junior Members.
6. SENIOR MEMBERS: Any person interested in Archery, having attained the age of 18 shall be eligible for admittance as a Senior Member.
7. NON-SHOOTING JUNIOR MEMBERS: There are no age related restrictions on young people wishing to shoot archery, however all are assessed on the basis of safety, maturity and strength
8. JUNIOR MEMBERS Children under the age of 11 years may use the facilities of the Club and attend the beginners course provided by the Club provided they are accompanied by a parent/guardian or responsible adult designated by the parent/guardian at all times. When shooting, all Junior members must be supervised by a minimum of two adults, one of whom must be a member of AGB (except parent/legal guardian - child relationship, where AGB Rules of Shooting apply). Parents/Guardians of juniors are required to complete the Agreement form supplied by the club. Junior shooting will be in accordance with the AGB 'Guidelines for Juniors' and the AGB 'Child Protection Policy and vulnerable persons safeguarding policy
9. HONONARY MEMBERS: Any person whom the Club may wish to honor for distinguished service to the Club may be elected at a General Meeting of the Club as an Honorary Member for Life or for a Specified period of time.
10. LIFE MEMBERS: Any person interested in Archery who is willing to subscribe for life membership at rates as may be determined from time to time by the Club Committee.
11. ASSOCIATE MEMBERS: Any person over the age of 18 who does not wish to become a shooting member but has an interest in the aims and activities of the Club, shall be eligible for Associate Membership. Archers affiliated to the GNAS as ordinary members or affiliated through other clubs may be eligible for Associate Membership at the committee's discretion. All members shall accept the Memorandum & Articles of Association of the Company and shall conform to such conditions, shooting rules and regulations as may be determined from time to time.

## SUBSCRIPTIONS

12. All members as defined in Clause 5 other than Honorary Members shall pay an annual subscription to the Club at rates to be proposed by the Committee and agreed by members at the Annual General Meeting.
13. All subscriptions shall become due on 1st April each year. Payments received after the 30th April may incur a surcharge of 25%.
14. A member who has not paid his subscription by 30th May shall be deemed to have resigned from the Club unless the committee considers there are extenuating circumstances. Subsequent application to rejoin the Club will result in an additional joining fee, such fee to be set by the Committee at the AGM.
15. Affiliation fees to the National, Regional and County organizations shall be in addition to Club subscriptions. They shall be notified to members once they have been determined by the respective bodies. Affiliation fees shall be paid by the New Members immediately on joining the club. Existing Members and Members who are currently affiliated through another club, shall make payment to the club as soon as possible and, in any event, not later than 1st September. Members who have not paid affiliation fees by that date shall immediately be denied the shooting facilities of the Club. Fee structures as may from time to time be set by the governing body, regional and county organizations.
16. On renewal of subscriptions each year, all members will sign a form agreeing to be bound by the Memorandum & Articles of Association of the Company, the Club Bylaws, and the AGB & Club Ground Rules. **Do we delete or retain? Delete I think**
17. NON-PROFIT MAKING: All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

18. DISSOLUTION Upon dissolution of the Club any remaining assets shall be governed by the Memorandum & Articles of Association of the Company and shall be given or transferred to another CASC, a registered charity or the sport's governing body

#### MANAGEMENT

19. The management of the Club shall be the responsibility of the Directors of the Company but the day to day running of the Club's affairs shall be entrusted to the Club Committee.
20. Club Committee shall consist of: President, Chairman, Secretary, Fixtures Secretary, Treasurer, Field Officer, Equipment Officer, Junior Secretary, Membership Secretary, Communications Officer, Social Secretary, Records Officer, Tournament Organiser, Vulnerable persons safeguarding officer, Coaching Officer, Event Organizer 2 (minimum) Senior Shooting Members 2 (minimum) Junior Shooting Members (2) in other words a maximum total of six general committee members.
21. A Chairman, Secretary and a Treasurer shall be appointed by members in General Meeting who shall determine the terms of their appointments from time to time and they can also be appointed as Directors of the Company.
22. At meetings of the Club Committee, the Chairman, if it is necessary, is entitled to an additional deciding vote.
23. The Club Committee may appoint sub-Committees and may delegate to such Committees powers within defined limits.

#### ELECTION OF OFFICERS

24. The Officers of the Club shall be elected by and at the Annual General Meeting of the Company. Nominations shall be forwarded by the proposer and seconder, signed by the nominee to the Honorary Secretary, in writing, no later than 28 days before the date of the AGM. No nominations shall be considered after that date nor will nominations be accepted from the floor, except where there have been no nominations for a particular position.
25. This is the theory - practice is reality and therefore different
26. The Shooting Members of the Committee shall be elected by and at the AGM of the Company. Nominations may be in writing, or will be accepted from the floor, providing the nominee is present and signifies his consent.

#### MEETINGS OF THE COMMITTEE

27. General meetings shall be held on the first working Monday of each month GENERAL MEETINGS OF THE COMPANY
28. The Annual General Meeting shall where possible be held in March – normally the last Monday - at a place to be determined by the Club Committee. Notice shall be as provided for in the Memorandum and Articles of the Company.
29. Notice of any propositions which it is intended to move at the AGM shall be submitted to the committee one month prior to the date of the meeting and must be signed by the proposer and seconder. The propositions shall be displayed on the notice board in the clubhouse and posted on the Club website
30. The purpose of the AGM shall be inter alia:

- a). To receive the reports of the Chairman, the Honorary Secretary and all other designated officer roles
- b). To receive the Honorary Treasurers report.
- c). To elect the Officers and Committee Members of the Club for the ensuing twelve months.
- d). To consider resolutions proposed under rule 28.

31. The Directors of the Company may, or at the request of any seven or more Members shall, call an Extraordinary General Meeting of Members. The demand and reason for such an Extraordinary General Meeting shall be deposited with the Honorary Secretary in writing. Not less than 14 days clear notice of such a meeting will be given to Members together with the propositions it is intended to move.

#### 32. FINANCE

33. The Club shall cause to be prepared and shall present at the Annual General Meeting a Balance Sheet showing the financial position of the Club on 1st March (28<sup>th</sup> February - of the preceding year together with an Income and Expenditure Account for the twelve months ending on that day.
34. A copy of the Balance Sheet shall be supplied to all members attending the Annual General Meeting.
35. A Bank Account and or investment Account as may be determined shall be maintained in the name of the Company. All cheques and orders withdrawing monies from the Account shall be signed by any one of the Club Chairman, Secretary or Treasurer provided that they shall be directors of the Company up to the sum of £500.00 and for any amount in excess of £500.00 shall be signed by any two of the Club Chairman, Secretary, Treasurer or other Director of the Company. No member of the Club other than the Directors of the Company as set out above may commit the Club or Company to any expenditure unless approved by the Directors.

#### VOTING AND QUORUM

36. At all General Meetings of the Company:
- (a) 8 members shall form a quorum, one of which should be an officer.
- (b) Each Senior member and Junior Club members over the age of 16 years at the date of the Meeting shall be entitled to vote.
- (c) At all meetings, voting shall be in accordance with the Memorandum and Articles of Company



## Setting up and putting away equipment

- It is the responsibility of all members attending the session to be involved in setting out and putting away the field. If you are unsure what you can do, just ask.
- Targets are to be positioned with the closest distance on the right moving out to the furthest distance on the left. (see example below)
- Archers shooting away from the main group shall have a minimum of 5 lanes separation.

							100yds
X							80yds
	X						60yds
		X					40yds
			X	X			30yds
					X	X	20yds
Shooting line							

## Shooting times and venues

### Outdoor Shooting

- Sway Bowmen Archery Club, North Common Lane, off Pitmore Lane, Sway, Lymington

- Official Target days are Wednesdays and Sundays. (Practice on the field prior to shooting a target day is not permitted)

Attendance should be no later than 09:30 to assist with field layout

First arrows at 10:00 sharp.

For afternoon sessions, arrival should be no later than 13:30 for 14:00 start.

When shooting the York round, the first distance shall be shot before lunch giving archers who wish to shoot the 'National' format, time to arrive and prepare for the afternoon session.

- Coaching sessions are on Wednesday evenings, arrive for 18:30 (shooting shall commence at 19:00) till dusk and Saturday mornings 09:30 (shooting shall commence at 10:00) till 12:00. All members are welcome and encouraged to attend.

### **Indoor Shooting**

- Indoor shooting is held at Brockenhurst College, Main sports hall, Lyndhurst Rd, Brockenhurst. SO42 7ZE

- Access to the main hall is from 18:30. Shooting available from 19:00 till 21:00 on Tuesday evenings.

We shoot 10 weeks before Christmas and 10 weeks into the New Year (see shooting calendar/website for full details)

There are also some Sunday afternoon events available

# Scoring, Handicaps and Classifications

## Handicaps

The handicap system is a way of adjusting scores to a baseline so that archers with different levels of experience can compete on an equal footing. A novice usually starts out with a high handicap, which reduces as they post better scores. To achieve a handicap an archer must shoot at least three rounds. These need to be shot with at least one other archer and the results need to be recorded, witnessed, signed and submitted to the club records officer, who is responsible for listing club members' handicaps.

The system has two main uses. First, handicaps can help you gauge your progress. Second, they are also used to produce adjusted results in handicap tournaments. Once the results of such tournaments are in, the Tournament Organizer will use the Archery GB handicap tables to calculate the handicap adjustments and find the winner. Sway Bowmen has a dedicated Records Officer who you can speak with for further information.

The way in which it all works is quite simple.

Suppose an archer shoots three Western rounds scoring 314 on the first attempt, 292 on the second attempt, and 336 on the third attempt.

The records officer will find the handicap relevant to those scores in the GNAS tables or from an approved phone App and could be as follows: -

Score 314 Handicap 64, 292 gives a handicap of 65 and 336 is 63

An average is taken to give the archer a working handicap  $(64+65+63) \div 3$  (the number of handicapped scores) = 64, archers handicap.

If the archer then shoots another Western round and this time scores 486 the records officer can adjust the handicap as follows: -

New Score: 486 Handicap 56

Old Handicap (64) + New Handicap (56) the (divided by 2 to get the new average) = 60, giving the archer his new handicap.

## Classifications

Classifications are important to all archers because they are the best indication of where you are in terms of scoring ability and provide a benchmark for levels of improvement. There are six classification levels: the lowest is third class, then second class, first class, Bowman, Master Bowman, and Grand Master Bowman at the highest classification level.

Archery GB produces tables detailing exactly what scores you need in each round to hit a certain classification. The scores required for a classification can be found in our Shooting Administration Procedures page on our website.

To gain a classification you need to shoot three scores that meet that classification level. The highest two classifications, Master Bowman and Grand Master Bowman, can only be achieved with scores achieved at record status competitions. Once you achieve a classification you cannot go back and claim a lower one.

You can hold different classifications for different bow types, but you can only hold your classification for the calendar year in which you shot your qualifying scores. You must re-qualify each year to maintain it.

The majority of archers will achieve First Class standard it is then hard work to get the others, by the time you reach GMB you should be in the British Archery Team.

These classifications are for outdoors only there is a separate set of indoor classifications that run from A to G for the indoor rounds.

IMPERIAL ROUNDS	5 Zone Scoring					Score - Hits - Golds (9s)			
	9	7	5	3	1				
	122cm Target								Max
Dozens at Distance	100yds	80yds	60yds	50yds	40yds	30yds	20yds	10yds	Score
York	6	4	2	-	-	-	-	-	1296
Hereford	-	6	4	2	-	-	-	-	1296
Bristol I	-	6	4	2	-	-	-	-	1296
Bristol II	-	-	6	4	2	-	-	-	1296
Bristol III	-	-	-	6	4	2	-	-	1296
Bristol IV	-	-	-	-	6	4	2	-	1296
Bristol V	-	-	-	-	-	6	4	2	1296
St George	3	3	3	-	-	-	-	-	972
Albion	-	3	3	3	-	-	-	-	972
Windsor	-	-	3	3	3	-	-	-	972
Short Windsor	-	-	-	3	3	3	-	-	972
Junior Windsor	-	-	-	-	3	3	3	-	972
Short Junior Windsor	-	-	-	-	-	3	3	3	972
New Western	4	4	-	-	-	-	-	-	864
Long Western	-	4	4	-	-	-	-	-	864
Western	-	-	4	4	-	-	-	-	864
Short Western	-	-	-	4	4	-	-	-	864
Junior Western	-	-	-	-	4	4	-	-	864
Short Junior Western	-	-	-	-	-	4	4	-	864
New National	4	2	-	-	-	-	-	-	648
Long National	-	4	2	-	-	-	-	-	648
National	-	-	4	2	-	-	-	-	648
Short National	-	-	-	4	2	-	-	-	648
Junior National	-	-	-	-	4	2	-	-	648
Short Junior National	-	-	-	-	-	4	2	-	648
New Warwick	2	2	-	-	-	-	-	-	432
Long Warwick	-	2	2	-	-	-	-	-	432
Warwick	-	-	2	2	-	-	-	-	432
Short Warwick	-	-	-	2	2	-	-	-	432
Junior Warwick	-	-	-	-	2	2	-	-	432
Short Junior Warwick	-	-	-	-	-	2	2	-	432
American	-	-	2.5	2.5	2.5	-	-	-	810
St Nicholas	-	-	-	-	4	3	-	-	756

## FITA & Metric rounds

METRIC ROUNDS	10 Zone Scoring (Xs & 10s are "golds")											Score - Golds(Xs+10s) - Xs		
	X (10)	10	9	8	7	6	5	4	3	2	1			
	122cm Target							80cm Target						Max
Dozens at Distance	90m	70m	60m	50m	40m	30m	20m	50m	40m	30m	20m	15m	10m	Score
WA 1440 (Gents)	3	3	-	-	-	-	-	3	-	3	-	-	-	1440
WA 1440 (Ladies)	-	3	3	-	-	-	-	3	-	3	-	-	-	1440
Metric I	-	3	3	-	-	-	-	3	-	3	-	-	-	1440
Metric II	-	-	3	3	-	-	-	-	3	3	-	-	-	1440
Metric III	-	-	-	3	3	-	-	-	-	3	3	-	-	1440
Metric IV	-	-	-	-	3	3	-	-	-	-	3	-	3	1440
Metric V	-	-	-	-	-	3	3	-	-	-	-	3	3	1440
WA 70m	-	6	-	-	-	-	-	-	-	-	-	-	-	720
WA 60m	-	-	6	-	-	-	-	-	-	-	-	-	-	720
Metric 122-50	-	-	-	6	-	-	-	-	-	-	-	-	-	720
Metric 122-40	-	-	-	-	6	-	-	-	-	-	-	-	-	720
Metric 122-30	-	-	-	-	-	6	-	-	-	-	-	-	-	720
WA 50m	-	-	-	-	-	-	-	6	-	-	-	-	-	720
Metric 80-40	-	-	-	-	-	-	-	-	6	-	-	-	-	720
Metric 80-30	-	-	-	-	-	-	-	-	-	6	-	-	-	720
Long Metric (Gents)	3	3	-	-	-	-	-	-	-	-	-	-	-	720
Long Metric (Ladies)	-	3	3	-	-	-	-	-	-	-	-	-	-	720
Long Metric I	-	3	3	-	-	-	-	-	-	-	-	-	-	720
Long Metric II	-	-	3	3	-	-	-	-	-	-	-	-	-	720
Long Metric III	-	-	-	3	3	-	-	-	-	-	-	-	-	720
Long Metric IV	-	-	-	-	3	3	-	-	-	-	-	-	-	720
Long Metric V	-	-	-	-	-	3	3	-	-	-	-	-	-	720
Short Metric (Gents)	-	-	-	-	-	-	-	3	-	3	-	-	-	720
Short Metric (Ladies)	-	-	-	-	-	-	-	3	-	3	-	-	-	720
Short Metric I	-	-	-	-	-	-	-	3	-	3	-	-	-	720
Short Metric II	-	-	-	-	-	-	-	-	3	3	-	-	-	720
Short Metric III	-	-	-	-	-	-	-	-	-	3	3	-	-	720
Short Metric IV	-	-	-	-	-	-	-	-	-	-	3	-	3	720
Short Metric V	-	-	-	-	-	-	-	-	-	-	-	3	3	720
WA 900	-	-	2.5	2.5	2.5	-	-	-	-	-	-	-	-	900

## Affiliations

### Hampshire Archery Association

Hampshire Archery Association is the home of archery in Hampshire, the Isle of Wight and the Channel Islands. HAA Executive Committee meetings are held on a 3 monthly cycle and attendance is open to all clubs and members within Hampshire.

Follow the link to HAA. Here you can find out about News, Events, Records and Results in the County

<https://haa.org.uk>

### Southern Counties Archery Society

What is SCAS

SCAS is the Southern Counties Archery Society. Set up over a century ago to run the Southern Counties Archery Meeting (SCAM), SCAS is a Regional Society of the Grand National Archery Society and acts to promote and encourage the sport of archery in the Southern Counties of England.

SCAS, like other regions, carries out a wide range of functions that promote or support archery.

Members

SCAS includes thirteen counties. All archery Clubs and Archers in the member counties are eligible to join SCAS, and most do so via their counties. At 2011, SCAS included about 14000 archers.

Organisation

SCAS is run by Regional Council, consisting of County representatives and elected Officers and Officials

Follow the link to find out more about Tournaments, News and more:

<http://www.scasarchery.org.uk/>



## Club Shirts

Club shirt order forms are available via the Sway Bowmen website.

<https://sway-bowmen.org.uk/members-area/polo-order>



## Code of conduct for members

- Every member shall be bound to further the objects of the Club and shall observe these Rules and those of the Hampshire Archery Association, Southern Counties Archery Society and AGB. It is recommended that all members obtain their own copy of the AGB Rule Book.
- All members shall be entitled to ready access to the general communications of the Club, to be present or represented at functions and events arranged by the Club and to receive such support and assistance as the Club is able to offer.
- All members, including those who have paid membership fees at junior rates, shall be entitled to vote at Club General Meetings.
- Membership of the Club will terminate if:

A properly authorized form of resignation is received or

Membership fees remain unpaid 28 days after the due date or

Membership is terminated as described in the Constitution.

No member whose membership fees are in arrears shall:

Be allowed to shoot or participate in any of the activities of the Club

Vote at a meeting of the club

Hold office in the Club

Requisition a Special General Meeting

- When shooting, either indoors or out, all members will follow strictly, for safety and other reasons, the Rules of Shooting laid down from time to time by AGB. Members will also follow carefully any additional guidance given in the beginners' handbook and arising out of the agreements for the use of our shooting facilities.
- All members will use their best efforts to ensure the safety and security of the property and equipment of the Club and will play an appropriate part in the maintenance of the property and equipment.
- All members will use their best efforts to promote the reputation of the club and the sport of archery.
- All fees should be paid promptly.
- Each junior member of the club who is below the age of 16 years must be accompanied by a parent or a properly appointed responsible guardian when shooting at the club.
- Junior members of the club may shoot only when accompanied by their parent who must be a club member or when at least two adults are present, one of whom must be a competent senior archer and a member of AGB.
- Access codes to the clubhouse and equipment store may be requested by senior members who have demonstrated a sound knowledge of field layout and safety.
- Code of conduct is available to download from the website



## Code of Conduct for Parents, Guardians, Carers & Spectators

- Sway Bowmen is a family orientated club and we welcome your input.
- Encourage the member to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help the member to recognize good performance, not just results.
- Never force the member to take part in sport.
- Set a good example by recognizing fair play and applauding the good performances of all.
- Never punish or belittle a member for losing or making mistakes.
- Publicly accept officials' judgments.
- Support your member's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- To become involved in the club to support the members wherever possible.

## Safeguarding Policy

Sway Bowmen is committed to safeguarding and promoting the wellbeing of all its members. At all times, our members, coaches, administrators and parents should 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 that they may have about any aspect of the club with the Club Welfare Officer. Our club should offer a positive experience where members can take part and develop their skills in a safe and positive environment. All members of this club are expected to abide by the Codes of Conduct. Archery should be safe and enjoyable for everyone. Archery GB is committed to the safeguarding of Children, Young People and Adults at Risk. All concerns will be taken seriously and only the professionals who need to know will be informed.

Visit the safeguarding page on our website: <https://sway-bowmen.org.uk/information/safeguarding>

### Contact

In an emergency dial 999 or contact the

Local Police: 101

Help for Children and Young People

ChildLine: 0800 1111

Help for adults concerned about a child: 0808 800 5000

## Child and Vulnerable Adult Incident Report Form

Your name:

Your position:

Members name:

Members D.O.B.

Address:

Parent /Carers name and address:

Date and time of incident:

Your observations:

Exactly what the child said and what you said:

(Remember, do not lead the child - record actual details - continue on a separate sheet if necessary)

Action taken so far

External agencies contacted, (state date and times)

Signature:

Date:

Print name:

Remember to maintain confidentiality on a need-to-know basis - only if it will protect the child.

Do not discuss this incident with anyone other than those who need to know.

A copy of this form should be sent to the Club Child Protection Officer

## Member Photography Request form

I wish to take photographs or record images at the club's own venues. I/we agree to abide by the club's guidelines and confirm that the photographs or recorded images will be solely used for the purposes they are intended.

Name:

Address:

Telephone No:

Email:

Signature:

Print Name:

Date:

## Equity Policy

- Sway Bowmen is committed to 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, recognizing 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 behavior and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behavior seriously, according to club disciplinary procedures.

Signed



Chairman



Secretary

Date

12/22

Date

12/22

# Health and Safety Policy

Sway Bowmen acknowledges and accepts its statutory responsibilities under The Health & Safety at Work, etc. Act 1974 in so far as is reasonably practicable, for securing the health, safety and welfare of its members, members of visiting archery clubs and members of the public whilst shooting at any ground that we shoot at that is deemed our ground.

All club members have a legal responsibility for their own safety and that of others who may be affected by their acts or omission and not to interfere or misuse anything provided in the interests of health and safety.

All members acknowledge and accept their responsibilities for implementing, monitoring and maintaining this policy and that health and safety considerations are always given priority.

Anybody attending any of the club organized shoots is required to co-operate with Sway Bowmen in carrying out this policy and must ensure that their own actions, so far as is reasonably practicable, are carried out without risk to themselves or the health and safety of others.

The Club will, so far as is reasonably practicable ensure that:

- Adequate resources are provided to ensure that proper provisions can be made for health and safety
- Risks arising from any club activities are assessed, effective controls measures are implemented and suitable policies and procedures are provided, put in place and regularly reviewed
- Safe systems of work are provided and maintained
- Arrangements for use, handling, storage and transport of articles and substances for use at the club are safe and without risk to health.
- All club members receive information, instruction, training and supervision to secure their safety and health at any club shoot and the safety of others who may be affected by their actions.
- An appropriate level of information and instruction is provided to visitors
- The provision and maintenance of all equipment is safe and without risk (it is the club members responsibility to maintain their own equipment).
- The working environment of all club members is safe and without risk to health and that adequate provision is made with regards the facilities and arrangements for their welfare.
- Regular monitoring of accidents and safety performance is carried out.

This health and safety policy along with the appropriate Risk Assessments will be reviewed at least annually, or when there is a significant changes to the club or relevant legislation and communicated to all members.

The club will ensure that there are established and maintained effective procedures for consultation and communication for all members of the club on all matters relating to health, safety and welfare.

Signed

Chairman

Signed

Secretary

Date

Date

## Risk assessments

Risk Assessments relating to all activities can be found hard copy in the clubhouse and digital on the website.

These will include:

Target Archery

Field Archery

Clout

In club competitions

Use of club equipment

Clubhouse maintenance

This list is not exhaustive

Refer to our website: <https://sway-bowmen.org.uk/members-area/documents/administration>

# Data Protection Policy

## Overview

The aim of our policy is to make Sway Bowmen compliant with the new General Data Protection Regulation (GDPR) which comes into play in May 2018.

Many of the GDPR's main concepts and principles are much the same as those in the current Data Protection Act (DPA), therefore most of our approach to compliance will remain valid under the GDPR and is a starting point to build from. However, there are new elements and significant enhancements. We will have to do some things for the first time and some things differently. The aim of this Policy is to identify our approach and reasoning to ensure compliance under the GDPR. We need to review our risk register against this.

Doing this will also help us to comply with the GDPR's accountability principle, which requires organisations to be able to show how they comply with the data protection principles, for example by having effective policies.

This Policy applies to all personal data used and recorded by the members of Sway Bowmen which is a Company Limited by Guarantee, a member of the Community Amateur Sport Club (CASC) and a member of Archery GB.

The full document is not included in this handbook but is available to view on the website.

<https://sway-bowmen.org.uk/members-area/documents/administration>



## Disciplinary and Grievance Procedure

All members are encouraged to try and sort problems out informally if and when they occur (in the case of minor misconduct)

If in the event the problem cannot be sorted out in this manner then a member of the committee should be approached as soon as possible and the issue escalated.

On receipt of a formal complaint Sway Bowmen will adopt the following procedure

- a) Put it in writing.
- b) Appoint three people to form a Disciplinary Panel to hear the complaint and the response. These people should be independent from the Complainant and the Respondent.
- c) The Disciplinary Panel should be provided with all information regarding the complaint and the Respondent's response in advance of the disciplinary hearing. All information sent to the Disciplinary Panel should also be made available to the Respondent against whom the complaint has been made.
- d) Inform the Respondent that if the complaint requires a formal hearing they are entitled to bring along a representative.
- e) The Respondent will be given sufficient opportunity to respond to the complaint against him/her at the disciplinary hearing
- f) Where possible the Disciplinary Panel should give their decision as to whether the complaint has been upheld within 3 days of the hearing and also, if appropriate to do so, impose a suitable sanction. The Disciplinary Panel should refer to the sanctions set out in the Archery GB Disciplinary Policy for guidance.
- g) The process should be fair and transparent throughout to all parties involved

## Your committee - Roles and Responsibilities

### President

#### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.

#### Role Specific:

- Ceremonial duties at prestigious events
- Chair the 'Election of officers' at the AGM

## Chairman

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide leadership, support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting

### Role Specific:

- Ensure that the objectives of the club are met
- Be responsible for the conduct of general and committee meetings
- Ensure that decisions reached at general and committee meetings are carried out
- Represent the club in any dealings with other organizations
- Joint Official signatory on club accounts (along with the Treasurer or Secretary)

## Secretary

Act as the sole contact for all written and verbal communications on behalf of the Club including those with AGB, SCAS and HAA (except financial matters dealt with by the Club Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by GNAS) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting.

### Role Specific:

- Convene Committee, EGM and AGM meetings on behalf of the club, issuing appropriate agendas.
- Take, record, and make available minutes of club meetings as appropriate.
- Maintain and hold club strategic and operational documents.
- Provide point of contact for communications from AGB, SCAS and HAA and disseminate information as appropriate.
- Provide point of contact for Sway Bowmen website general enquiries and respond as appropriate.
- Maintain up to date club information on AGB, SCAS and HCC website.
- Register club activities e.g., Taster Days and Beginners Course on AGB website.
- Act as the “Chief Officer” of the club from a legal position

## Treasurer

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting.

### Role Specific:

- Keep and maintain a record of all club income and expenditure
- Keep and maintain a record of all club bank accounts
- Create a monthly balance sheet and reconcile it with the bank accounts and the income and expenditure
- Accept a position of Treasurer on the club committee
- Submit the balance sheet to the monthly committee meeting and answer any queries relating to it
- Submit the end of year accounts to the AGM
- Appoint an auditor/accountant to produce annual accounts at the end of the club's financial year
- Arrange the acceptance of the annual accounts by the directors of Sway Bowmen Company Limited by Guarantee and submit these accounts to the appropriate bodies such as Companies House and if required HMRC
- Submit an annual Company Return to Companies House in the capacity of Company Secretary
- Create an archive of previous accounts and financial dealings
- Make payments for goods and services provided to the club in a timely manner by cheque, bank transfer or by debit card, by whatever means is appropriate for the supplier
- Inform the committee members responsible for ordering goods about payments made or reimburse such members if they have made personal payments on behalf of the club and have documentary evidence of such payments
- Monitor Treasurer's email to note payments and invoices and other relevant information
- Inform the appropriate committee members of payments received for subscriptions, affiliations, beginners' course fees, have-a-go fees, or other club events
- In conjunction with the club chairperson or other committee members produce an annual budget
- Arrange for the club to be insured for losses to property and buildings and for legal expenses for which the club may become liable
- Deal with correspondence relating to the club's financial affairs including valuations and rates from the local authority
- Deal with correspondence and authorities related to the club's arrangements for banking
- Support the club in all activities where possible within the abilities of the individual

## Records Officer

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting.

### Role Specific:

- Record details of all rounds shot by members
- Maintain records of the highest scores shot by members for each round and discipline
- Maintain details of each member's handicap and classification
- Provide such information as is requested by the County Record Officer
- Be responsible for initiating appropriate classification and performance awards to members

Work closely with tournaments officer to maintain handicaps and scores for any leagues that the club may participate in, either internal or external

- Make available to the Chairman and Club Secretary the name of archers eligible to receive awards at the AGM

## Tournament Organiser

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting.

### Role Specific:

- Be responsible for the overall organization of all 'Special Events' on the Sway Bowmen shooting calendar.
- Be responsible for the overall organization of fun shoots
- Be responsible for the overall organization of Indoor and Outdoor club championships and the Mushroom shoot
- Advise the Communications Officer as soon as possible with a written summary and photos of the event with emphasis on the winners.
- Maintain the event paper trail.
- Ensure relevant trophies are suitably clean and engraved to date.
- Review and publication of an annual schedule of competitions and events, normally made available 2 months before the start of each calendar year
- Coordinate and work with others to ensure events are inclusive, well planned and promote a good reputation for the club
- Oversee the administration of leagues and competitive events (i.e. rules, entries, target lists, results, prizes)
- Ensure club events can be enjoyed safely, taking account of risk assessments and appointing a field captain and other officials for the shoot as appropriate.
- Keep an inventory of club trophies and their win history. Ensure trophies are maintained, engraved and available for their relevant tournaments.
- In conjunction with others determine the winners of the progress awards for the annual AGM.
- Work cooperatively with other officers and club members to deliver the annual shooting schedule. Key links are listed below:

## Field Officer

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting.

### Role Specific:

- Be responsible for the Field maintenance team
- Ensure the field is mowed/maintained throughout the year and a mowing team is safe, trained and active
- Ensure Shooting, Waiting and Tent lines are clear and visible at all times
- Isolate the water supply to Club facilities at North Common Lane at the end of the outdoor season to avoid freeze/thaw damage.
- Ensure all mechanical equipment is maintained and is usable within a health and safety standard
- Ensure all supplies of Petrol, Lubricants, Strimmer cable and white lining fluid are always available
- Ensure annual service of mower
- Ensure field perimeter and hedging are maintained
- Ensure shooting lines are in place
- Ensure upkeep of distance markers and correct positioning
- Ensure that inner and outer gate entrances and locks are sound and secure and serviceable
- Ensure that relevant risk assessments are in place and reviewed as necessary



## Equipment Officer

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting.

### Role Specific:

- To be responsible for procurement of all archery related equipment
- Keep club equipment in good order
- Keep stock of all target faces
- Ensure adequate supply of foam and strapping paraphernalia for bow refurbishment
- Manage the sale and disposal of archery equipment given or supplied to the club either by disposal or to club members
- Coordinate equipment maintenance events such as how to maintain and set up a bow, how to fletch and maintain arrows, string care and maintenance

## Safeguarding Officer

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting.

### Role Specific:

- To work **with the whole committee** to nurture **an environment that feels safe and is safe for archers of all ages**; to ensure our volunteers and members are aware of **safe practices**; to provide **a single point of contact** for safeguarding concerns.
- Ensure all persons working with children and Vulnerable adults at the club are fully aware of what is required of them within the protocols of the policy / of good practice
- Conduct the administrative work associated with processing information on new coaches / organizers
- Ensure those members working within this environment have the required DBS clearance document.
- Liaise closely with club coaches, ensuring that agreed procedures for the prevention of risk are followed
- Maintain an awareness of Archery GB's policy and guidance on Safeguarding Adults/Children.
- Keep the Sway Bowmen safeguarding policy under review and bring amendments/updates to the Committee as appropriate.
- Provide support and advice to the Committee and Directors when required.
- Respond to allegations or disclosures of abuse, harassment or bullying according to the Sway Bowmen policy respecting the need for confidentiality and timeliness.
- Work with other Committee members to ensure volunteers have correct DBS clearance where required to undertake a specific role.
- Work with other Committee members to identify and respond to specific risks regarding the behaviour and practice of volunteers and members.
- Work with other Committee members to promote safe and inclusive practices among volunteers and members.
- Raise awareness among volunteers and members of the Safeguarding Officer role and the importance of raising concerns.

### Key Links:

*Coaching Officer* – \_Recognising Coaching as a key area of risk which can include physical contact and the creation of a trust relationship.

*Tournament Officer* – \_Recognising that busy events attended by many members and guests present an increased risk.

*Committee and Directors* – \_To discuss matters affecting club governance (the need for confidentiality may mean some concerns cannot be raised at full committee).

*AGB Safeguarding Officer/Hampshire Multi-Agency Safeguarding Hub (MASH)* – \_For obtaining advice and reporting of concerns/allegations/disclosures.

## Membership Secretary

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Encourage new members to attend target days.
- Regularly attend the monthly committee meeting.
- Receive monies from Club members renewing Club and AGB membership passing this on to the Club Treasurer for banking.
- Maintain accurate records of Club and AGB members.
- Ensure all matters relating to General Data Protection are adhered to

### Role Specific:

- To collect annually Club subs from all members in a timely fashion
- To collect annually AGB affiliation fees on behalf of Archery GB from Club members in a timely fashion
- To collect affiliation fees on behalf of HAA and SCAS from Club members in a timely fashion
- On annual basis renew all Club members on the Archery GB database and together with the Club Treasurer forward all appropriate affiliation fees to Archery GB
- On annual basis with Club Treasurer send complete list of all Club members renewing affiliation with HAA & SCAS together with appropriate fees
- Make sure regular reminders are sent to slow payers of, 2 & 3
- To ensure all new members pay correct Club subs and are entered on to Club Database
- Ensure all new membership forms are completed in line with GDPR regulations
- To enter all new members on the Sway Bowmen section in Archery GB database and with Club Treasurer forward appropriate affiliation fees to Archery GB
- Keep file of all Club membership forms for purpose of Club's GDPR policy
- Approach all members who leave the Club to, if possible, ascertain reason and transfer such members to leavers section of Club database
- On behalf of Club members liaise with Archery GB when necessary
- When necessary, pay into Club bank account any cash or cheques received on behalf of Club

## Communications Officer

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting.

### Role Specific:

- Ensure results and imagery from home and away events are entered into appropriate media outlets
- Obtain permission from parents of children before photos etc. are published
- Take responsibility for regular review and refreshing of club website
- To pursue avenues to improve public awareness of Sway Bowmen
- To support other committee members with communications as required

## Social Secretary

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting.

### Role Specific:

- Provide and arrange social activities on behalf of club members
- Organize date, time and venue for Christmas / Annual dinner
- Provide support at Club Championships, Mushroom shoot and other events where hospitality is required

## Risk Assessment Officer

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting.

### Role Specific:

- Generate Risk Assessment Documents for and on behalf of the club
- Review Risk Assessments annually
- Work with other officers to assess when a new risk assessment may be required

## Coaching Officer

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting.

### Role Specific:

- Ensure coaches and club instructors are available for the scheduled coaching sessions
- Encourage, evaluate and support fellow coaches and instructors
- Coordinate the Beginners courses held each year (normally four)
- Follow up those on the course who haven't shown signs of becoming full members (and why)
- Ensure currency and validation of all coach certification to include AGB and DBS validity

## Fixtures Officer

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting.

### Role Specific:

- Ensure away events are publicized on the various media platforms
- Coordinate the entry list ensuring all relevant information is made available for the event organizer
- Encourage fellow members to participate at other club events
- Coordinate the results of the shoots and advise the clubs Record and Press Officers



## Junior Secretary with support from the Junior representative

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting.

### Role Specific:

- Ensure all Junior members are aware of club shooting times.
- Publicize Junior events on the various media platforms
- Coordinate the entry list for Junior tournaments ensuring all relevant information is made available for the event organizer
- Encourage Junior members to participate at club events
- Coordinate the results of the shoots and advise the clubs Record and Communication Officers
- Act on any concerns brought forward from Junior club members via the Junior representative

## General Committee Member

### Generally

- Be responsible for the day to day running of the club affairs and the assets of the club.
- Act in the best interests of the Club, its members and the sport of Archery (as defined by AGB) at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.
- Regularly attend the monthly committee meeting.