

## Club Constitution v 13.0



**Blandy-Jenkins Archers  
Blandy-Jenkins Hoods  
and  
Blandy-Jenkins Disabled**

Patron: Professor John Blandy CBE FRCS.

Established 10<sup>th</sup> May 2004

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# Constitution

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*Preface:*

*This document is not intended as a legal instrument, merely the documentation of the administration guidelines that the members of the Club wish to follow in order that the club runs smoothly and effectively for the benefit of the members.*

1. **Name**

The name of the Club is The Blandy-Jenkins Archers. (Hereinafter referred to as the Club. For the purpose of this Constitution this definition also includes the Blandy-Jenkins Hoods and Blandy-Jenkins Disabled section).

2. **Address**

The postal address of the Club is that of the current Secretary or current Chairman if the post of Secretary is vacant.

3. **Object**

The object of the Club is to promote and encourage the sport of Archery.

- a. To promote enjoyment and fun within the Club, whilst participating in Club organised events and / or in the general sport of Archery (other than bow hunting).
- b. To encourage and promote participation in the activities of the Club by individuals, Clubs and other organisations concerned with the sport of Archery.
- c. To affiliate to ArcheryGB, the Welsh Archery Association (WAA) and the Glamorgan Archery Association (GAA) and to be represented on the Committees thereof as appropriate.
- d. To invest the monies of the Club not immediately required for its purposes in such investments, securities or properties as may be thought fit.
- 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 property of the Club shall only be used to promote the objectives of the Club as described in this constitution.

4. **Equal Opportunities**

The Club is committed to the principle of equality of opportunity and aims to ensure that all present and potential Club members are treated fairly and on an equal basis irrespective of their gender, age, disability, ethnic origin, colour, religion, social status or sexual orientation.

5. **Dissolution**

If upon winding up of the Club there remains, after the payment of all debts and liabilities, any funds or properties whatsoever, they shall not be distributed among the members of the Club, but shall be distributed among local charities. All equipment that is left shall be donated to GAA for the good of archery, to do with as they see fit.

6. **Amendments to the Constitution**

Club Constitution amendments may only be proposed to the sitting members of the Executive Committee by Club members, brought to the main committee for discussion and ratified by the members at a General Meeting of the Club.

## **7. Application for Membership**

All applications for full or associate membership shall be made to the Club Secretary by completing the Club's standard membership form. All data necessary to complete the ArcheryGB and other relevant forms must be supplied. All applications shall be discussed by the Executive Committee, who will assess both the individual applicant and the impact upon the club (including consideration of the size and safety limits dictated by available facilities). The Secretary will send a letter to the successful applicants (or to a parent in the case of a junior) welcoming them to the club and outlining the fees that must be paid. The club reserves the right to refuse admissions and applications in the interest of the club and its members, without appeal.

## **8. Membership**

Membership of the Club shall be open to all persons interested in advancing the objectives of the Club and who are willing to abide by the rules of the Club and have paid to the Club the prescribed Annual Membership Fee, Monthly Shooting Fees to date and all Affiliation fees.

The Club shall provide for the following categories of membership.

- a. Senior member . any person of 18 years or older who has been accepted as a member of the Club and has paid to the Club the prescribed membership and affiliation fees for that year.
- b. Junior Member . any person over the age of 8 years and under 18 years who has been accepted as a member of the Club and has paid to the Club the prescribed membership fees for that year.
- c. Associate Member . any person who has been accepted as an Associate member of the Club and has paid the prescribed (Blandy-Jenkins Archers) Club membership fees for that year, but whom has paid all other necessary membership and affiliation fees to some other archery associated body that is a member of ArcheryGB, any other National Governing Body (NGB) or FITA.
- d. Honorary Member (non-shooting) . any person upon whom the Club has conferred this title in recognition of services to the Club or Archery in general. This title would be awarded for life and would entitle the honorary member(s) to exemption from all Club and Affiliation fees and provide free access to internal events. If an Honorary Member (non-shooting) decides to re-join ArcheryGB, WAA and GAA, their status will change to a Privileged Member for the remainder of the year.
- e. Honorary Member (shooting) . any person upon whom the Club has conferred this title in recognition of services to the Club or Archery in general. This title would be awarded for life and would entitle the honorary member(s) to forgo Club membership fees and monthly shooting fees (this does not include tournament fees), Club membership fees and provides free access to internal events but they would still pay all applicable affiliation fees. This status can be awarded to a maximum of 4 members or 1% of the current Club membership whichever is the larger.

- f. *Privileged Member (shooting)* . any person upon whom the Club has conferred this title in recognition of services to the Club or Archery in general. This title would be awarded for a period of one year and would entitle the privileged member(s) to forgo Club membership fees and monthly shooting fees, for one year, but they would still need to pay all applicable affiliation fees.

## **9. Membership Duties and Privileges**

- a. Every member shall be bound to further the objects of the Club and shall observe these rules and those of the ARCHERYGB, WAA and GAA.
- b. All members shall be entitled to ready access to the general communications, functions and events of the Club and to be present at any meetings arranged by the Club.
- c. All categories of membership shall be entitled to vote at General Meetings.
- d. When shooting, all members will, for safety and other reasons, strictly follow the Rules of Shooting laid down from time to time by the governing bodies of the sport of Archery (Copy of Rules of Shooting available in the Club hall). Members will also follow any additional guidelines or locally agreed Club rules.
- e. All members will use their best efforts to ensure the safety and security of the Club property and equipment and any premises and equipment loaned to the Club.
- f. Child and Vulnerable Adult Protection.

Enhanced disclosure Criminal Records Bureau (DBS) checks and completion of the ARCHERYGB Child and Vulnerable Adult Protection Awareness Training, are necessary for those persons holding the following posts / roles.

- i. Child Protection Officers
- ii. Coaches
- iii. Committee members
- iv. Anyone deemed to be working regularly with juniors and/or vulnerable adult Club members.

## **10. Members' Fees**

- a. All Club Membership and Shooting fees may be varied from time to time, at the discretion of the Treasurer and ratified by the Executive Committee prior to approval by the committee and shall be listed in Appendix A of the constitution.
- b. All affiliation subscriptions and annual Club membership fees shall become due annually on 1<sup>st</sup> September for the following year to meet ARCHERYGB deadlines.
- c. **All shooting fees** for shooting members **must be arranged to be paid by standing order**, on the first day of each month; no other form of payment will be accepted, unless previously agreed with the Treasurer.
- d. The Executive Committee may, in its absolute discretion, waive, cancel or reduce payment of Club dues or other indebtedness of a member of the Club for any period.
- e. If for any reason membership is discontinued, the Club will be unable to offer any refund of fees.

**11. Members' Fees in Arrears**

- a. No member whose annual Club fees or Affiliation fees are in arrears may -
  - i. Be allowed to shoot or participate in any activities of the Club (including representing the Club externally).
  - ii. Vote at a meeting of the Club.
  - iii. Hold office in the Club.
  - iv. Requisition a Special General Meeting.
  - v. Use any of the Club facilities or equipment.
- b. No member whose Monthly Shooting fees are in arrears may .
  - i. Be allowed to shoot or participate in any activities of the Club (including representing the Club externally).
  - ii. Use any of the Club facilities or equipment.

**12. Membership Termination**

Annual membership shall terminate if -

- a. A properly authorised form of resignation is received, or
- b. Membership fees remain unpaid two months after the due date, or
- c. Membership is terminated for disciplinary reasons

**13. Notices**

- a. Any notice may be served by the Club on any member in any manner to the recorded address of that member.
- b. Each Club member shall notify the Club secretary of any change of their postal address, phone number or e-mail address.

**14. Discipline**

- a. Any complaint made by a member about a member or visitor will be reviewed by the Committee and/or Coaching team. During shoots the designated Field Captain is the first point of contact.
- b. Any complaint by a committee or exec member about another committee or exec member then help or arbitration is sought from GAA, WAA or AGB.
- c. If the complaint is deemed valid, the Committee will meet to decide what action will be taken; this will be documented and presented to the member who will be given at least 14 days notice in writing and shall be granted the opportunity to be heard by the committee.
- d. The subsequent decision of the Committee shall be communicated to the member in writing and the Committee shall not be required to explain its actions to any but those concerned. The Committee is however; free to publish its decision in any medium including the journals of national and international Archery bodies.
- e. The member shall be allowed 28 days from the date of the communication of the decision of the Committee in which to lodge an appeal against the decision, in writing, to the secretary of the Club. The Committee shall not communicate its decision, other than to the member, until that period has expired or an appeal has been lodged, whichever is the sooner.

- f. In the event of an appeal against the decision of the Committee, the chairman of the county Committee shall be requested to appoint a panel of three independent individuals to hear the appeal. No member of the Club Committee may sit on this panel.
- g. The panel may hear such witnesses, and consider such evidence as it shall think fit and its decision shall be binding upon both the appellant and the Club.

**15. Club Committee**

- a. The affairs of the Club shall be supervised by the Committee which shall have such powers, duties and responsibilities as are laid down in these rules. Job descriptions for these roles are detailed in Appendix B.
- b. Committee positions will be elected at the Club AGM. If a committee position is vacant after the Club AGM, or becomes vacant during the year, the standing committee will be able to appoint a member into the vacant role and (if required) the position shall be ratified at the next general meeting.
- c. That if any member is nominated for more than one committee role, that they should state their preference in the event of attaining that role. If there are other nominations for the other roles they should withdraw their nomination. If there are no other nominations for the other roles, they may be nominated for other roles, however upon a vote being required only one vote per person (and not one vote per role) shall be accepted. Exemption to the rule may be the Chairman as in a casting vote situation where rule 19g will apply.
- d. All Committee members will:
  - i. Uphold the constitution.
  - ii. Work for the best interests of the Club.
  - iii. Follow existing ratified plans.
  - iv. Present reports & make recommendations as required at the AGM and committee meetings.
  - v. Attend at least 50% of the committee meetings held during their term of office (Executive members are expected to attend at least 75% of committee meetings).
- e. The Club Committee shall consist of the following persons whose services are purely honorary:
  - i. Chairman (executive member)
  - ii. Vice Chairman
  - iii. Secretary (executive member)
  - iv. Treasurer (executive member)
  - v. Records Officer
  - vi. Equipment Officer
  - vii. Junior Club Liaison Officer (Adult Member)
  - viii. Coaching Co-ordinator
  - ix. Disabled Club representative
  - x. Communications Officer
  - xi. Membership Secretary



- f. Deputies can be appointed for any role, at the discretion of the Committee.
- g. Deputies for the executive positions must come from the standing Committee.
- h. Deputies should attend committee meetings as required, but are only eligible to vote if substituting for the substantive position.

#### **16. Club Officials**

- a. A Club Official is a person that has been appointed to a particular role by the committee (with exception to the junior representative, who is elected by the junior membership) and shall have such duties and responsibilities as are laid down in these rules. Job descriptions for these roles are detailed in Appendix B of this constitution (and can be changed at any time by the standing committee).
- b. All Club Officials will:
  - i. Uphold the constitution.
  - ii. Work for the best interests of the Club.
  - iii. Follow existing ratified plans.
  - iv. Present reports and make recommendations as required at the AGM and committee meetings.
- c. The Club official is a role that has been created to cover a specific duty by the committee. These roles and duties may be added to, changed, or removed by the committee as required, but the roles must always include:
  - i. Junior Representative.
  - ii. Child and Vulnerable Adult Protection Officer.
- d. If no Club member volunteers or is appointed to the role of Child and Vulnerable Adult Protection Officer+or if the post becomes vacant at any point, the Club will utilise the services of the Glamorgan Archery Association Child and Vulnerable Adult Protection Officer+should any issues arise.

#### **17. Committee Meetings**

- a. No business shall be transacted unless a quorum is present when the meeting proceeds to business. A quorum shall be four persons and must include two executive members, except where otherwise provided in these rules.
- b. If the Club chairman or vice chairman are not present within 15 minutes of the time set for the start of the meeting then those present may appoint another member to chair that meeting.
- c. The Committee shall meet for the conduct of business, as they shall decide. Questions arising at any meeting shall be decided by a simple majority of votes. In the event of equality of votes then the chairman (or the appointed chair) shall have a second or casting vote.
- d. The Committee shall cause proper notes or minutes to be kept of all its proceedings and of the proceedings of General Meetings.
- e. The committee shall discuss any other matters raised by the membership.
- f. Any Club member is entitled to attend committee meetings to raise issues / observe, but is not entitled to vote. Any issues must be raised with the relevant officer prior to the meeting, which, if not resolved, should then be included in their report. No interruptions will be tolerated while reports are given, and questions may

be asked at the end of the individual reports. Any other issues not already dealt with, by means of reports given or the agenda, shall be raised at the end of the meeting under Any Other Business (AOB). If time does not allow, they will be included in the agenda for the next meeting, unless the reporting officer can deal with it in the meantime.

- g. Committee meeting will be held every two months, on the first Thursday of the month starting in June 2016. There will be a meeting the month before the AGM. Exec meetings will be convened as and when needed.

## **18. Elections**

- a. All elections are subject to rule 11.
- b. Terms of office.
  - i. With the exception of the Secretary and the Treasurer, all members of the committee shall be elected annually at the Annual General Meeting of the Club.
  - ii. The Secretary and Treasurer are to be elected for a term of two years that will run non-concurrently with each other. If running for a second successive term, then the following and subsequent terms shall be for one year.
- c. The period of office of Committee members shall commence at the termination of the meeting in which they are elected.
- d. All members of the Club are entitled to make nominations of candidates to fill positions on the Committee.
- e. Nominees must have been a member of the Club for at least 3 months.
- f. Nominations with the candidates name and confirmation that he/she is willing to accept the post on the Committee must be lodged with the Club Secretary not less than 21 days before the date of the General meeting.
- g. Nominations need to be seconded either at the time of nomination or prior to the vote at the AGM.
- h. A member of the Committee shall cease to hold office if:
  - i. They resign.
  - ii. They are removed from office by a resolution of members at a General Meeting.
  - iii. They are in breach of any section of rules 9, 14 and 15d.
- i. Associate members cannot stand for committee positions, but can be co-opted into roles at the committee's discretion.

## **19. General and Special Meetings**

- a. The general meeting of the Club shall be held once in every year between 1<sup>st</sup> and 31<sup>st</sup> May as the Annual General Meeting (AGM).
- b. All those entitled to receive notice of the meeting will be given at least 28 days notice of a general meeting, specifying time, date and venue and in the case of a special meeting, the nature of the business to be discussed.
- c. Special meetings may be called by:
  - i. The Committee, or
  - ii. By one or more written requests filed with the secretary and endorsed by the committee, or

- iii. A minimum of 20% of the adult members or 7 adult members (whichever is met) which must include at least 2 members of the Executive Committee, without being endorsed by the committee.

Only the business for which the meeting was called may be conducted at the meeting.

- d. The ordinary business of the General Meeting shall be:
  - i. To present notices of the meeting,
  - ii. To receive the Committee Members reports, e.g. annual accounts and balance sheets,
  - iii. To vote on any proposals made by the Committee
  - iv. To elect new Committee members.
- e. Club Chairman will take the chair at every general meeting, if he is unable to attend then rule 17b will apply.
- f. A general / special meeting shall take place with a minimum of 7 adult members which must include at least 2 members of the Executive Committee.
- g. In the event of an equality of votes on any nomination / proposal, then the chairman (or the appointed chair) shall have a second or casting vote.

## **20. Accounts**

- a. The Club Committee shall ensure that proper and sufficient books of accounts are kept in such a manner as to give an accurate and fair view of the state of the Clubs affairs.
- b. The books of accounts shall be kept at the address of the current Treasurer.
- c. The accounts shall be presented to all members at the AGM with a balance sheet made up to the end of the previous year.
- d. Any member can scrutinise the books if they so wish, but must give reasonable notice to the current Treasurer.
- e. The financial year shall be from April 1st to March 31st.
- f. All membership fees to be paid to the Club by 1st September each year.

## **21. Audit**

- a. At least once a year the accounts of the Club shall be scrutinised and the correctness of the income and expenditure accounts and the balance sheets ascertained by a third party nominated by the Committee and approved by the AGM.
- b. The third party shall be appointed at the Annual General Meeting of the Club and shall not be a Committee member or an immediate past Committee member.

## **22. Tournaments and Events**

- a. The Club shall hold outdoor and indoor Tournaments and any other Archery events that it requires.
- b. The Club reserves the right to refuse admission and applications to any event, in the interest of the Club, without appeal.

## **23 Teams**

- a. The Club may enter representational teams in any suitable events.
- b. Club teams will be chosen in accordance with the procedures agreed by the Club Committee from time to time using mechanisms that are clearly visible to all members.
- c. Club teams will be chosen only from Club members who are entitled to shoot for the Club under ARCHERYGB laws and rules of shooting and who are not excluded under rule 11a (i).

#### **24. Records**

- a. The Club shall maintain and publish records of the highest score shot in each branch of the sport of Archery as defined in the ARCHERYGB rules of shooting, by any person, whilst that person was a member of the Club.
- b. Scores achieved by members shall be forwarded to ARCHERYGB, WAA and GAA from time to time as necessary in accordance with the requirements of those bodies.
- c. Associate members / visitors are NOT entitled to claim Club records.

#### **25. Alterations to the rules**

- a. Additional rules may be promulgated by the Club Committee from time to time in the interests of safety and security subject only to the requirement that these rule changes shall be ratified by the members in due course in General Meeting.
- b. The rules of the Club may otherwise only be altered, amended, repealed or added to by a special resolution of the members in General Meeting.
- c. No alterations shall be made to these rules that would in effect put them in conflict with the rules of the ARCHERYGB, the WAA, or the GAA or any other body to which the Club is affiliated.

#### **26. Coaches / Coaching**

- a. All coaches / coaching staff must be a member of the Club, unless rule 26d is in force.
- b. All coaches / coaching staff are subject to rules 9f and 11.
- c. All coaches / coaching staff must be approved by the Club and either ARCHERYGB or WFAA.
- d. No visiting qualified coach may coach unless given written permission by the Committee.
- e. Anyone wishing to train as a coach may request Club approval. If agreed by the Coaching Co-ordinator and the Committee, the Club may contribute up to 50% of the course fees or grants may be available for the full fees.
- f. As a guideline, coach to membership ratio will ideally not fall below 1:10 i.e. one coach per every ten Club members.

#### **27 Junior Club**

- a. The Club will run and support a Junior Club, so long as there are eligible members.

- b. The executive officers of the Junior Club will be the same as those of the senior Club.
- c. The Junior Club will be represented by:
  - i. Junior Representative (Junior member)
  - ii. Junior Club Liaison Officer (Adult member)
- d. The Junior Club will also have their own Coach, to represent them at the coaches meetings.
- e. Juniors under the age of 14 attending either Beginner's courses or Club shoots must be accompanied by a parent or guardian.

## **28. Procedures**

The Club's day to day procedures will be documented in order to aid changes in committee members or officials, and to improve understanding throughout the Club.

A list of these procedures will be detailed in Appendix C of the constitution.

Currently, in Appendix C, we have:

- *Social Media Policy*
- *Young People and Vulnerable Adults Protection Policy*

These procedures can be changed or amended by the committee as required and the new procedures will be listed and visible to the Club.

**The updated version of this Constitution will be issued as version 13.0, as ratified at the Club AGM on 20<sup>th</sup> May 2016 and will become effective immediately.**

All earlier versions and previously dated copies of the constitution will then be null and void.

Full copies of the constitution are available on request. The current version is also available on the Club website.

## Appendix A ~ Club Fees for 2015 to 2016

This Appendix may be updated from time to time during the current year by the Committee; updates will replace all previous versions. These fees are in force from 1<sup>st</sup> October 2015.

Changes are shown in red.

### 1. Shooting Fees (all days):

|     |  |        |
|-----|--|--------|
| 1.1 | For Club night Taster (incl. equipment and tuition) up to 1 hour | £4.00  |
| 1.2 | For Non-members (those who have passed a beginners course)       | £4.00  |
| 1.3 | ARCHERYGB Affiliated visitors (adult & junior)                   | £4.00  |
| 1.4 | Club members Adult (Monthly shooting fees by Standing Order)     | £12.50 |
|     | Junior (Monthly shooting fees by Standing Order)                 | £6.25  |

### 3. Beginners Course fees:

3.1 A Beginner's Course will consist of a minimum of 6 hours tuition with a Club coach £30.00

### 4. Annual membership fees (With effect from 1<sup>st</sup> October each year):

|     |   |                        |        |
|-----|---|------------------------|--------|
| 4.1 | Adult   |                        | £74.00 |
|     | Comprises:  |                        |        |
|     |   | ARCHERYGB              | £40.0  |
|     |   | WAA                    | £14.00 |
|     |   | GAA                    | £5.00  |
|     |   | Blandy-Jenkins Archers | £15.00 |
| 4.2 | Junior  |                        | £10.00 |
| 4.3 | Associate (same as Blandy-Jenkins Archers Club fee) |                        | £15.00 |

**Note:** New Senior Members who join the Club part way through the membership year will pay pro-rata fees for ARCHERYGB, WAA, GAA and the Club.  
Junior members ONLY pay the Club fee (pro-rata).

Below is a table showing the annual membership and affiliation fees with effect from 1<sup>st</sup> October 2015 and the pro-rata fees should a member join part of the way through a year.

### Adult Members (Associate Members Pay Club Fees Only)

|  | Archery GB    | WAA           | GAA          | Club          | Total         |
|--|---------------|---------------|--------------|---------------|---------------|
| <b>Annual Membership</b>                                       | <b>£40.00</b> | <b>£14.00</b> | <b>£5.00</b> | <b>£15.00</b> | <b>£74.00</b> |
| 1 <sup>st</sup> October 2014 to 31 <sup>st</sup> December 2014 | £40.00        | £14.00        | £5.00        | £15.00        | <b>£74.00</b> |
| 1 <sup>st</sup> January 2015 to 31 <sup>st</sup> March 2015    | £30.00        | £10.50        | £4.00        | £11.00        | <b>£55.50</b> |
| 1 <sup>st</sup> April 2015 to 30 <sup>th</sup> June 2015       | £20.00        | £7.00         | £2.00        | £7.50         | <b>£36.50</b> |
| 1 <sup>st</sup> July 2015 to 30 <sup>th</sup> September 2015   | £10.00        | £3.50         | £2.00        | £3.00         | <b>£18.50</b> |

### Junior Members

|  | Archery GB   | WAA          | GAA          | Club          | Total         |
|--|--------------|--------------|--------------|---------------|---------------|
| <b>Annual Membership</b>                                       | <b>£0.00</b> | <b>£0.00</b> | <b>£0.00</b> | <b>£10.00</b> | <b>£10.00</b> |
| 1 <sup>st</sup> October 2014 to 31 <sup>st</sup> December 2014 | £0.00        | £0.00        | £0.00        | £10.00        | <b>£10.00</b> |
| 1 <sup>st</sup> January 2015 to 31 <sup>st</sup> March 2015    | £0.00        | £0.00        | £0.00        | £7.50         | <b>£7.50</b>  |
| 1 <sup>st</sup> April 2015 to 30 <sup>th</sup> June 2015       | £0.00        | £0.00        | £0.00        | £5.00         | <b>£5.00</b>  |
| 1 <sup>st</sup> July 2015 to 30 <sup>th</sup> September 2015   | £0.00        | £0.00        | £0.00        | £2.50         | <b>£2.50</b>  |

## Appendix B ~ Committee Members and Officials - Job Descriptions

Changes are shown in red.

### Club Committee

| <b>Blandy-Jenkins Archers ~ Committee &amp; Club Officials Job Descriptions v10_0</b>   |             |                              |
|---|-------------|------------------------------|
| <b>Chairman</b>   | 1 Year term | Committee Vote               |
| <ul style="list-style-type: none"> <li>• <i>Member of Executive</i></li> <li>• Oversees the running of the Club</li> <li>• Chairs committee meetings and AGM</li> <li>• Attends at least 75% of committee meetings.</li> <li>• Accounts signatory</li> <li>• Leads disciplinary panel</li> <li>• Prepares &amp; submits a report to the Club membership at the AGM.</li> </ul>  |             | Yes                          |
| <b>Vice Chairman</b>  | 1 Year term | Committee Vote               |
| <ul style="list-style-type: none"> <li>• Deputises for the chairman when they are absent and assumes their duties</li> </ul>  |             | Yes - <b>when deputising</b> |
| <b>Secretary</b>  | 2 Year Term | Committee Vote               |
| <ul style="list-style-type: none"> <li>• <i>Member of Executive</i> (two year term)</li> <li>• Liaises with ARCHERYGB (ArcheryGB), WAA, and GAA</li> <li>• Attends at least 75% of committee meetings.</li> <li>• Attends WAA and GAA meetings as necessary</li> <li>• Accounts signatory</li> <li>• Informs committee and membership of relevant details</li> <li>• Is postal address of the Club.</li> <li>• Prepares &amp; submits a report to the Club membership at the AGM.</li> <li>• <b>Maintains membership list in the absence of a Membership Officer</b></li> </ul> |             | Yes                          |
| <b>Treasurer</b>  | 2 Year Term | Committee Vote               |
| <ul style="list-style-type: none"> <li>• <i>Member of Executive</i> (two year term)</li> <li>• Sets Club fees and membership subscriptions-</li> <li>• Accounts signatory</li> <li>• Attends at least 75% of committee meetings.</li> <li>• Responsible for overseeing all financial transactions</li> <li>• Prepares and submits Annual Accounts for previous year and projected budgets for the forthcoming year for AGM</li> </ul>   |             | Yes                          |
| <b>Records Officer</b>  | 1 Year term | Committee Vote               |
| <ul style="list-style-type: none"> <li>• Maintains shooting &amp; handicap record for all members</li> <li>• Liaises with ARCHERYGB (ArcheryGB), WAA and GAA for records</li> <li>• Attends at least 50% of committee meetings.</li> <li>• Co-ordinates internal Club competitions</li> <li>• Prepares &amp; submits a report to the Club membership at the AGM.</li> <li>• Prepares certificates, medals, and awards as required.</li> <li>• Accounts signatory</li> </ul>   |             | Yes                          |
| <b>Equipment Officer</b>  | 1 Year term | Committee Vote               |
| <ul style="list-style-type: none"> <li>• Ensures all Club equipment is safe and usable</li> <li>• Requests finances from Executive for purchases</li> <li>• Organises working parties when necessary</li> <li>• Attends at least 50% of committee meetings.</li> <li>• Prepares &amp; submits a report to the Club membership at the AGM.</li> </ul>  |             | Yes                          |



|   |             |                |
|---|-------------|----------------|
| <b>Junior Club Liaison (Adult member)</b>   | 1 Year term | Committee Vote |
| <ul style="list-style-type: none"> <li>• Liaises with Junior Representative on matters concerning the Junior Club.</li> <li>• Supports the Junior Representative &amp; Junior Club members as required.</li> <li>• Attends at least 50% of committee meetings.</li> <li>• Jointly with Junior Representative prepares &amp; submits a report to the Club membership at the AGM.</li> </ul>  |             | Yes            |
| <b>Coaching Co-ordinator</b>  | 1 Year term | Committee Vote |
| <ul style="list-style-type: none"> <li>• Organises individual coaching when requested at any level</li> <li>• Mentors members of the coaching team for improvement in their coaching</li> <li>• Oversees the running of beginners courses</li> <li>• Arranges external coaching experiences when necessary</li> <li>• Encourages further training at all levels.</li> <li>• Attends at least 50% of committee meetings.</li> <li>• Prepares &amp; submits a report to the Club membership at the AGM.</li> </ul>  |             | Yes            |
| <b>Disabled Club Liaison</b>  | 1 Year term | Committee Vote |
| <ul style="list-style-type: none"> <li>• Liaises with Disabled members on matters concerning the Disabled Club.</li> <li>• Supports the Disabled Club members as required.</li> <li>• Attends at least 50% of committee meetings.</li> <li>• Prepares &amp; submits a report to the Club membership at the AGM.</li> </ul>  |             | Yes            |
| <b>Communications Officer</b>   | 1 Year term | Committee Vote |
| <ul style="list-style-type: none"> <li>• Co-ordinates the internal and external communications on behalf of the Club.</li> <li>• Attends at least 50% of committee meetings.</li> <li>• Liaises with organisations &amp; individuals as required to raise the public profile of the Club in the media &amp; the local communities.</li> <li>• Responsible for exploring any opportunities to raise money for the Club, including completing any associated grant applications.</li> <li>• Runs and updates the Club website as necessary</li> <li>• Prepares &amp; submits a report to the Club membership at the AGM.</li> </ul> |             | Yes            |

## Club Officials

|  |             |                |
|--|-------------|----------------|
| <b>Child and Vulnerable Adult Protection Officer</b>   | 1 Year term | Committee Vote |
| <ul style="list-style-type: none"> <li>• Liaises with ARCHERYGB (ArcheryGB) and other regulatory bodies on Child and Vulnerable Adult Protection issues.</li> <li>• Informs Committee and Coaches on all relevant Child and Vulnerable Adult Protection issues.</li> <li>• Co-ordinates all DBS checks and Child and Vulnerable Adult Protection courses.</li> <li>• Prepares &amp; submits a report to the Club membership at the AGM.</li> </ul> |             | No             |
| <b>Junior Representative</b>   | 1 Year term | Committee Vote |
| <ul style="list-style-type: none"> <li>• Acts as a link between the junior membership and the Club.</li> <li>• Co-ordinates the organisation of fun shoots (e.g. Halloween).</li> <li>• Jointly with Junior Club Liaison prepares &amp; submits a report to the Club membership at the AGM.</li> </ul>   |             | No             |
| <b>Health &amp; Safety Representative</b>  | 1 Year term | Committee Vote |
| <ul style="list-style-type: none"> <li>• Has knowledge of current, relevant legislation</li> <li>• Arranges safety / first aid courses as required</li> <li>• Ensures safety of indoor and outdoor venues</li> <li>• Prepares &amp; submits a report to the Club membership at the AGM.</li> </ul>   |             | No             |
|  |             |                |

|  |             |                |
|--|-------------|----------------|
| <b>Tournament Organiser</b>  | 1 Year term | Committee Vote |
| <ul style="list-style-type: none"> <li>• Co-ordinates the Open+ tournaments for the Club and handles all entries.</li> <li>• Liaises with Club committee, records officer and equipment officer.</li> <li>• Prepares &amp; submits a report to the Club membership at the AGM.</li> <li>• Note: the Committee is responsible for preparing the field.</li> <li>• Holds application forms &amp; co-ordinates attendance of Club members at events and organised competitions</li> </ul>                       |             | No             |
| <b>Minutes Officer</b>   | Officer     | Committee Vote |
| <ul style="list-style-type: none"> <li>• Responsible for minutes at all committee meetings and the AGM.</li> <li>• Produces minutes within 10 days of any meeting.</li> <li>• Attends at least 75% of committee meetings.</li> </ul>   |             | No             |
| <b>Membership Officer</b>  | Officer     | Committee Vote |
| <ul style="list-style-type: none"> <li>• Liaises with ARCHERYGB, WAA, and GAA</li> <li>• Maintains membership list.</li> <li>• Prepares &amp; submits a membership report to the Club membership at the AGM.</li> <li>• Will have to sign a privacy non-disclosure.</li> <li>• Will collate the membership pack.</li> <li>• Ensures each new members received an induction.</li> <li>• Liaises with the beginner course organiser.</li> <li>• If Vacant to be the responsibility of the Secretary</li> </ul> |             | No             |
| <b>Catering Officer</b>  | 1 Year term | Committee Vote |
| <ul style="list-style-type: none"> <li>• Co-ordinates the catering for Club events &amp; activities.</li> <li>• Prepares &amp; submits a report to the Club membership at the AGM.</li> </ul>  |             | No             |

## Appendix C ~ Procedures

### Social Media Policy

#### 1. Introduction

- 1.1 Smart phones, tablets and other mobile equipment are now part of everyday life however social media must be used in consideration of other people, their views, privacy and dignity.
- 1.2 This document, which is based upon the Social Media Policy of ArcheryGB, outlines the social media policy and appropriate guidelines for members of Blandy Jenkins Archers.
- 1.3 For the purposes of this policy, social media includes, but is not exclusively limited to, Facebook, Twitter, internet websites and other social media, either existing or future.

#### 2. Use of Social Media

- 2.1 When using and contributing to social media, members of Blandy Jenkins Archers are expected to behave appropriately and to be respectful to members of the Club. Consider how comments will be viewed by the public and other users.
- 2.2 Club members are responsible for what they write and must ensure that posts are accurate, not misleading or damaging to the Club, its members or those in the wider archery community. If you're not sure, don't post it.
- 2.3 In line with the Child and Vulnerable Adult Protection policy, Blandy Jenkins Archers have a zero tolerance on harassment and bullying and will take action if Club members are found to be carrying out any activity in social media which has a negative impact on Club members and their families, or others within the wider archery community.
- 2.4 In line with ArcheryGB's Social Media Policy, the use of social media will be prohibited during the window of inactivity around matches. The window commences three hours before the official start time and ends two hours after it has finished.
- 2.5 Any contribution, posting, message or associated conduct that is deemed to be in contravention, could lead to the instigation of disciplinary proceedings in line with section 14 of the Club's Constitution document.
- 2.6 Blandy Jenkins Archery Club will not tolerate any detrimental comments or criticism aimed at the Club or its members by other members of the Club. Anyone who seeks to raise grievances via social media channels will be disciplined by the Club.

## **Young People and Vulnerable Adults Protection Policy**

- . the club's commitment to child safety and welfare

### **1. Introduction**

- 1.2 This Club believes that when dealing with young people, those with a disability and vulnerable adults, their welfare should always be of paramount importance. We are committed to providing an environment where everyone can learn and participate in archery free from harassment and abuse.
- 1.2 All those working with children, young people and vulnerable adults have a moral responsibility to safeguard and promote the person's welfare. The Club has therefore adopted the GNAS Safeguarding Children, Young People and Vulnerable Adults Policy (February 2009) to ensure peace of mind for both adults and children.

### **2. Principals**

The Children, Young People and Vulnerable Adults Protection Policy is based on the following three fundamental principles:

- 2.1 Whilst dealing with children, young people and vulnerable adults, their welfare is paramount. As defined in The Children Act 2004 (previously the Children Act 1989 England and Wales), a child is a young person under 18 years of age.
- 2.2 All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse or neglect.
- 2.3 The rights, dignity and worth of every child, young person and vulnerable adult should always be respected.

### **3. Responsibilities**

Blandy Jenkins Archers will ensure that the following guidance is adhered to:

- 3.1 Under the Government Guide Working Together to Safeguard Children (March 2013) all organisations have a responsibility to protect children and young people from abuse and neglect.
- 3.2 All incidents of suspicion, poor practice and allegations will be taken seriously and responded to swiftly and appropriately.
- 3.3 Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998.
- 3.4 It is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.

- 3.5 Recruitment of staff and volunteers is undertaken according to the guidelines for best practice contained within the AGB policy.
- 3.6 Blandy Jenkins Archers require a parent, carer or guardian to remain present at all times in order to provide constant supervision of their child. The responsibility for the care of that child remains with the parent, carer or guardian, in line with GNAS policy guidelines. This ensures that Club Members will not be in a position to take advantage of any substantial access to the child.
- 3.7 All qualified Coaches are DBS checked as part of their ArcheryGB coaching course and follow the GNAS Safeguarding Children, Young People and Vulnerable Adults Policy (February 2009).

#### **4. Zero Tolerance of Bullying and Harassment**

- 4.1 Blandy Jenkins Archers does not tolerate the bullying of any member by another member. Bullying is difficult to define and can take many forms, for example:
  - i. Physical e.g. hitting, kicking, theft, etc;
  - ii. Verbal e.g. homophobic/racist remarks, threats, name calling;
  - iii. Emotional e.g. Isolating individuals from activities;
  - iv. Other forms of violence, including sexual;
  - v. Sarcasm, spreading rumours, persistent teasing;
  - vi. Tormenting, ridiculing, humiliation;
  - vii. Racial taunts, graffiti, gestures;
  - viii. Unwanted physical contact or abusive comments, possibly of a sexual nature.

#### **5. Procedure for raising any concerns**

- 5.1 Any issues regarding the welfare of young people or bullying should be reported to the Child and Vulnerable Adult Protection Officer or any Committee member.
- 5.2 Anyone who is approached has a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities, as laid out in the flowchart found below (SCFD 01 . Concerns about Possible Abuse) as taken from the ArcheryGB Safeguarding Children and Young People Policy.
- 5.3 Within the safeguarding procedures, ArcheryGB ensures all staff and volunteers that it will fully support and protect anyone, who in good faith, reports his/her concerns.

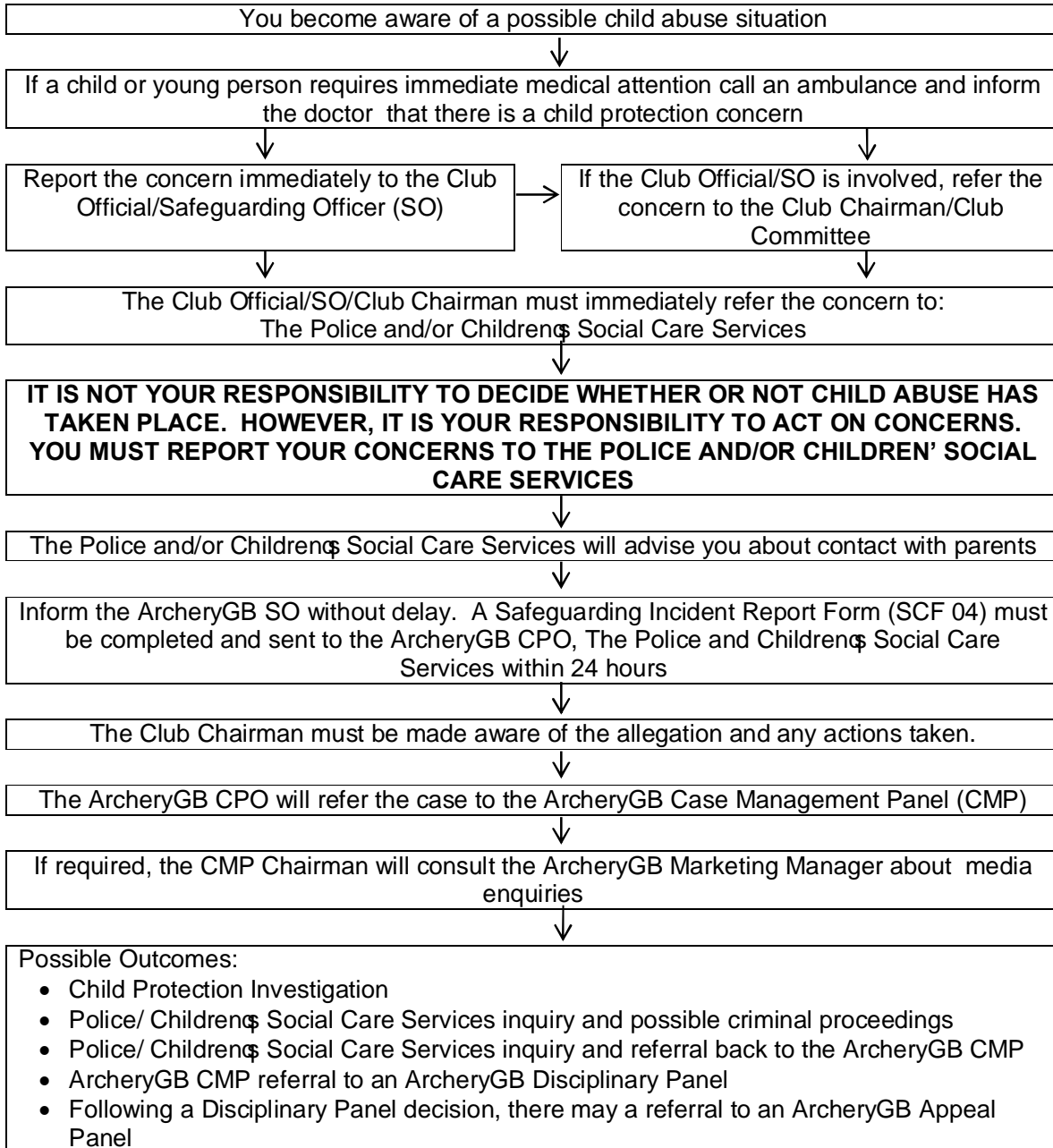
- 5.4 For further details regarding the Safeguarding Children, Young People and Vulnerable Adults policy (February 2009), go to

<http://www.archerygb.org/support/services/safeguarding/index.php>

- 5.5 Any breaches could lead to the instigation of disciplinary proceedings in line with section 14 of the Club's Constitution.

**SCFD 01 – Concerns about Possible Abuse****CONCERNS ABOUT POSSIBLE ABUSE**

Guideline procedures for concerns about possible abuse within or outside the ArcheryGB environment.



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**