

Royal Richmond Archery Club



The Handbook

containing the

Club Constitution, Rules and Etiquette

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CLUB CONSTITUTION

Name and Objective

- 1.** The Royal Richmond Archery Club (hereinafter referred to as RRAC) also incorporates a Junior and a Disabled Section. RRAC shall shoot at Old Deer Park, Richmond, as a section of the Richmond Sports Club Limited (Company No 10099114) (hereinafter referred to as RSC) or at any other ground that the committee deems suitable or necessary.
- 2.** The objects of the RRAC shall be the practice and promotion of archery (all bow types with the exception of cross-bow), and shall be conducted under Archery GB rules.

Committee

- 3. i)** The management of the RRAC shall be in the hands of a committee consisting of the Chairman, Vice-Chairman, Secretary, Treasurer, Fixtures Secretary, Communications Officer, Records Officer, Membership Secretary, Designated Safe Guarding Officer and Coaches' representation and supported by other members as deemed necessary.
- ii)** These officers shall be proposed, seconded and elected by ballot at each Annual General Meeting and they shall hold office until the next Annual General Meeting when they shall retire but shall be eligible for re-election from year to year.
- iii)** Nominations can be proposed and seconded at the Annual General Meeting or can be put forward in writing prior to the meeting. If necessary, a vote will be taken.
- iv)** The committee shall have the power to co-opt such persons as it may be deemed necessary for a particular reason to attend one or more committee meetings.

- v) The committee shall meet as necessary. Notification of meetings shall be sent to each committee member by the Club Secretary. The committee of the RRAC shall be considered to have a quorum when five members are present. One of the five must be the Chairman, Secretary, Fixtures Secretary or Treasurer. The chairman shall have the casting vote, if necessary. Minutes shall be taken of all meetings of the committee and will be made available to members on request.
 - vi) In all matters concerning the RRAC the decision of the committee is binding.
4. Honorary membership may be bestowed at the discretion of the committee. The position of Vice-President of RSC can be extended to a member of RRAC and will be at the discretion of RSC or the RRAC Committee and is voted on at the AGM of RSC.
 5. The committee shall have the power to amend the existing RRAC handbook. Such changes will be notified to all members and come into immediate effect unless otherwise stated.
 6. The Committee shall have disciplinary powers pursuant to RRAC rules, in accordance with the disciplinary procedures of the RRAC set out later in this handbook. In short, the Committee shall, in its discretion, take disciplinary measures against a member that the Committee has found to be in breach of the constitution and rules of RRAC or Archery GB or has behaved in a manner at away fixtures as to bring RRAC into disrepute.
 7. If, for any reason, an officer or committee member fails to carry out his or her duties to the satisfaction of the committee, another shall be appointed by the committee in his or her place to act until the next AGM of the RRAC.
 8. i) There will be an AGM of the RRAC. The Club Secretary shall issue notice of such meeting to all members at least 21 days prior to such meeting. Notice of any topic to be accepted for

discussion at the AGM must be given to the Club Secretary at least 14 days before the date of the meeting or under Any Other Business.

- ii) Members including Junior Members have one vote each. Members may only vote in person at the AGM.
 - iii) Associate Members may attend the AGM and contribute to the discussions. However, they may not vote and may not nominate or be nominated as committee members.
9. An Extraordinary General Meeting can be called by the committee or by 20% of the membership. Should such an Extraordinary General Meeting be called by the membership, written notification of the object of the meeting must be sent to the Club Secretary. The meeting shall then be arranged within 28 days.

Shooting

- 10. Visitors may shoot on Club Target days on production of an up-to-date Archery GB membership card or their national equivalent. A visitor's fee shall be payable and name and contact details retained.
- 11. Associate members are not entitled to compete for any RRAC trophy but may shoot at trophy events at the discretion of the Fixtures Secretary. Honorary members are full members and are entitled to compete as such.
- 12. Shooting shall be governed by the current shooting rules of Archery GB and the "Rules of Shooting for RRAC".
- 13. Solo Shooting is not permitted at any time. Shooting can take place with two members present, only one shooting at a time with the second observing. At least one of the members must have been a club member for at least two years and must have the approval of either the Head Coach or the Fixtures Secretary.

14. Throughout the year there will be competition rounds shot on Target Days for which trophies or medals can be awarded; these will include the Annual Club Championship for various bow categories and handicap rounds.

Membership

There are three recognised levels of membership within RRAC:

15. **Full Membership:** Any archer applying for full shooting membership will be subject to a safety assessment and membership will be offered at the discretion of the committee. The applicant must have taken a beginners' course of at least 12 hours at RRAC or show proof of where and when they completed it.
16. **Associate Membership:** Any person making application to join the club as an Associate, who is already affiliated to Archery GB and is a member of another club, shall be subject to rule 15 but with restricted rights (see rule 11).
17. **Honorary Membership** may be awarded at the discretion of the committee. Honorary members have all the benefits of a full membership.
18. Membership is open to all irrespective of their race or political, religious or other opinions and to any person who is prepared to accept and support the objectives of the RRAC, subject to Rule 15.
19. In accepting membership a person agrees to abide by the constitution of the RRAC and the rules and regulations as contained in the handbook of the Club.

Subscriptions

20. The annual fees (hereinafter called 'Fees') consist of

- ***Club membership fees***
(annual renewal date 30th September)

and

- ***Archery GB fees, Surrey County (CSAA) and Southern Counties (SCAS) fees*** (annual renewal date 30th September).

21. The Fees shall be notified to all members prior to the annual renewal date.

22. Any archer who has not fully paid the annual fees within one week of the final dates shall not be permitted to shoot at RRAC.

Laws and Regulations

23. The club shall, where practicable, abide by the current Archery GB "Safeguarding Policy & Guidance".

24. All members shall accept the jurisdiction of the club and shall observe such rules and regulations as may be determined from time to time.

25. All monies, accounts and property shall remain the property of RRAC. Upon dissolution of the club, all the above will revert to RSC. No member or other third parties shall obtain any assets from RRAC.

26. Except with the express leave of the committee, no member shall take away from the club premises, under any pretext whatever, any property of the club. No member shall wilfully damage or destroy club property.

RULES OF SHOOTING FOR RRAC

- 1.** Shooting will take place under the current Archery GB rules and the rules of RRAC. All members must be familiar with the current Archery GB rules.
- 2.** All archers are required to present both the membership card and the Archery GB card on request by the Field Captain or they may not be permitted to shoot.
- 3.** The committee shall decide on which days official rounds can be shot and these are called Target Days.
- 4.** The Field Captain will have total control of all shooting and shall enforce such discipline as he/she thinks necessary for the safety and convenience of all archers, including the authority to order any member, senior or junior, to cease shooting and leave the ground if he/she thinks it to be in the best interests of the club or the members present.
- 5.** The Field Captain shall be nominated and approved by the Committee.
While shooting is in progress the Field Captain may delegate their responsibility temporarily to another experienced, adult archer.
- 6.** All archers wishing to shoot are required to report to the Field Captain on arrival and on departure from the field (including for temporary absences). They are also required to sign in and out of the logbook held in the club house.
- 7.** Members not wishing to shoot the designated round on target days may shoot independently in unison with the main shooting,

providing a target is available and with the permission of the Field Captain.

8. All scores shot on target days must be submitted promptly to the Records Officer to assist with correct classifications and handicaps. Score sheets incorrectly completed will be disregarded.

DO:

- use your full name
- date the score sheet
- circle the correct bow style
- note the round
- note the distances
- add up all columns (Hits, Score and Golds)
- check the adding up
- sign the score sheet (archer and target captain)

DO NOT: - *write down your own score*
(AGB rules state that you call your own arrow values without touching the arrows and someone else writes down the arrow values you call)

9. The club colours or the recognised colours of Archery GB as per Rule 307 must be worn on Outdoor target days on Saturday and Sundays during the Summer Season as well as at all away shoots.
10. All equipment used must be returned to the correct storage space.
11. Warning notices must be appropriately positioned to warn the general public that shooting is in progress.
12. Members bringing children under the age of 16, including their own, onto the club ground are responsible for their care and behaviour.

- 13.** Dogs or other pets are not permitted on or near the field or in the club house. If you have to bring your dog it must be left in the car and exercised along the road only, it must be on a leash and under full control by their owner.

RULES OF ETIQUETTE

A good archer...

- Does not talk in a loud voice while others are shooting
- Does not make any exclamation on the shooting line which might disconcert a neighbour in the act of shooting
- Does not go behind the target to retrieve 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 smoke in the club house or in the shooting area
- Does not leave litter
- When calling scores, does so in groups of three, for example: '7-7-5' pause '5-5-3'
- If he/she should break another's arrow through his/her own carelessness, pays for it in cash on the spot
- Thanks the target captain at the end of each round for their work on his/her behalf
- Before leaving the ground helps to put equipment back in the club house
- Helps to keep the club house clean and tidy

SAFEGUARDING: JUNIORS AND ADULTS AT RISK

The Club has a Designated Safeguarding Officer (DSO) and a Deputy DSO who are responsible to deal with matters concerning junior members (i.e. members up to the age of 18) and to adults at risk (as defined by the Care Act 2014 which is available online). Any concerns or problems relating to or which are experienced by juniors or adult at risk should be reported by them or their parents or carers to the DSO or Deputy DSO. The DSOs are trained in the necessary procedures to deal with such matters. They will also record the concerns or issues raised and will report the facts to the appropriate authorities, if necessary, (i.e. Archery GB, local authority or police).

RAISING OF CONCERNS / COMPLAINTS

Where members have concerns or complaints while on the field or in the club house that do not fall under the remit of the Designated Safeguarding Officer, they should raise these as soon as possible either with the Field Captain or a member of the Committee. For other matters they should contact the Club Secretary so that the matter can be communicated to and dealt with by the Committee.

If the matter relates to the conduct of other members on Club premises or at Away Competitions the Disciplinary Procedure (next section) will be invoked.

All other concerns and complaints will be dealt with at the next committee meeting following the complaint. The Club Secretary will confirm on what date this meeting will be held.

DISCIPLINARY PROCEDURE

- 1) All members of RRAC shall exercise their rights, powers, duties and best endeavours to ensure that they conduct themselves in a manner that the affairs and reputation of the RRAC are carried out in accordance with: -
 - (a) The Rules and Regulations of Archery GB.
 - (b) The Club's Constitution Codes of Conduct and Policies.
 - (c) The Rules and Regulations of the competitions in which the archer competes.

- 2) Minor breaches of the above rules shall be dealt with by the Field Captain immediately.

Where a club member or the Club Committee has evidence of a serious non-compliance of 1(a), (b) and (c) hereafter called "the complaint", the Club Committee shall follow the Disciplinary Procedure (in addition to any action that may be taken by Archery GB) as follows:

 - (a) Any matter that may require investigation of the complaint should be reported to the Club Secretary.
 - (b) The Club Secretary must present particulars of the complaint in writing to the Club Committee within 7 days of the non-compliance becoming apparent.
 - (c) Where the complaint involves a club member or members, the Club Secretary acting on behalf of the Committee shall serve notice in writing on those involved calling upon them to attend a meeting to be held not less than 14 days from the date of the notice. The said notice shall set out the particulars of the complaint with any evidence thereof.
 - (d) The Club Committee may delegate such a meeting to a Sub Committee. Any Committee or Sub Committee must have

at least 3 Committee Members when meeting to consider the complaint. In the case of a Junior, the Club Designated Safeguarding Officer must be included in the Committee or Sub Committee.

- (e) At the meeting the Sub Committee or Club Committee should present the case. Where one club member is involved, the Club Member may bring one other member in support and may call witnesses in support.
 - (f) The Sub Committee or Club Committee may call appropriate club members to give evidence and may invite non-club members to attend if the non-club member wishes to do so.
 - (g) The Sub Committee or Club Committee shall discuss the information before it and shall reach an outcome. The Club Secretary shall notify the member or members concerned within 7 days of the decision.
- 3) Where a member is found to be in breach of non-compliance of 1(a), (b) or (c), the Club Committee shall have the power to impose the following sanctions:
- (a) Give an informal warning as to future conduct.
 - (b) Give a formal warning as to future conduct.
 - (c) Suspend the member (s) from shooting on club premises.
 - (d) Suspend the member(s) from representing the club at away fixtures.
 - (e) Suspend from Membership for a fixed period.
 - (f) Remove Membership.
- 4) In addition to the sanctions set out in 3 above, any fine imposed on the Club by Archery GB by reason of the actions or defaults of a club member will be repaid to the Club by that Member.

- 5) The member or members have the right to appeal the outcome to the Club Committee decision. An appeals Board will be established by the Full Committee consisting of three people which may include an independent club member from outside the Committee.

ROYAL RICHMOND ARCHERY CLUB COLOURS

Gold, black, white club shirt

Black trousers/skirt/shorts or white trousers/skirt/shorts

Footwear that fully encloses the toes and front of the foot must be worn at all times when shooting.

Club colours or the recognised dress of Archery GB as per Rule 307 must be worn at organised club shoots on Saturdays and Sundays during the Summer season, at away shoots and such other fixtures as notified by the Fixtures Secretary.

CLUB COMPETITIONS

RRAC holds a number of club competitions throughout the Outdoor and Indoor Season. The culmination of each season is the Club Championships for all bow types held toward the end of the respective Season.

All trophies and medals are awarded at the Club Presentation Event for the Outdoor Season and at the Opening Shoot for the Indoor Season (no trophies, medals only). Medals are awarded as follows:

1 or 2 competitors per category	Gold only
3 or 4 competitors per category	Gold and Silver
5 or more competitors per category	Gold, Silver and Bronze

Where available, trophies are awarded. These can be taken home by the winner for the duration of winter, to be returned to the club house at the Opening Shoot of the following Outdoor Season.

All members wishing to participate at any of the competitions should inform the organisers by the published deadline so that the field can be prepared accordingly.

Club Championships

Longbow Championships - Outdoor

Bow types permitted: Bows will be the traditional longbow of wood or bamboo construction, with a D-shape cross section and horn nocks. The limbs must not recurve, and arrows must be shot off the hand. Arrows will be wooden with feather fletching.

Seniors will shoot a 2-Way Western, Juniors will shoot a 2-Way Western round of their usual recurve distance, handicapped according to age, up to a maximum of 60 yards. Juniors can elect to shoot as a Senior, however, they will then not be eligible for a Junior

Medal. The rules of BLBS will apply, i.e. petticoats (arrows hitting the boss outside the scoring area) and bouncers do not score.

The winners will be Longbow Club Champions in these categories: Senior Ladies and Gents, Junior Boys and Girls.

Medals are awarded according the rules of the BLBS, i.e. Silver medals are awarded for the greatest number of hits (ladies and gentlemen). Ties are decided by score, then by golds if it's still a tie, and then if necessary in sequence through the colours. Bronze medals are awarded for the highest score and for the most golds. No archer may be awarded more than one medal for a round.

Traditional Championships - Outdoor

Bow types permitted: Bows will be one-piece bows of mainly wooden, traditional construction; arrows may be shot off a shelf or off the hand. Arrows will be wooden with feather fletching.

Seniors will shoot a Western. Juniors will shoot a Western round of their usual recurve distance, handicapped according to age, up to a maximum of 60 yards. Juniors can elect to shoot as a Senior, however, they will then not be eligible for a Junior Medal.

The winners will be Traditional Club Champions in these categories: Senior Ladies and Gents, Junior Boys and Girls.

Modern Championships (Senior) - Outdoor

The Modern Championships are shot in three separate bow type categories. All bow-types to be of mainly modern materials shooting aluminium or carbon arrows.

All senior archers not classed as Novices (see below) will shoot the following rounds:

Gentlemen will shoot a **York**
Ladies will shoot a **Hereford**

No shorter distances will be shot.

Compound: The winners will be Compound Club Champions, Ladies and Gents

Recurve: The winners will be Recurve Club Champions, Ladies and Gents

Barebow: The winners will be Barebow Club Champions, Ladies and Gents.

Modern Championships (Junior) - Outdoor

All archers under the age of 18 are eligible.

Juniors will shoot a Bristol round handicapped according to their age with their normal bow type.

The winners will be Junior Club Champions, Boy and Girl of their normal bow type.

To be shot on the same day as the Modern Championships.

Novice Championships - Outdoor

Open to anyone who has taken a beginners' course here or outside the club in the year since the last Club Championships.

All adult archers to shoot a Junior National round of 40 and 30 yards with a recurve bow.

The winners will be Novice Club Champions, Ladies and Gents.

All junior archers to shoot a Short Junior National round of 30 and 20 yards with a recurve bow. This is a joint competition for boys and girls.

The winner will be the Novice Junior Club Champion.

This round will be shot in the afternoon of the Modern Championships.

Novices may shoot in the Senior / Junior Club Championships instead if they wish.

Indoor Championships

The Indoor Championships are held at the Indoor Venue. All members and all bow types are eligible to shoot. The round shot is a Portsmouth (5 dozen arrows at 20 yards onto a 60cm face – shot in ends of three arrows). Compound archers will shoot on a 3-spot face and all other bow types will shoot on a single face.

There are two sessions, one in the morning and one in the afternoon. Subject to space availability, archers may shoot in both sessions. They may use the same bow at both sessions or shoot with different bows in the morning and in the afternoon. Where an archer shoots both sessions with the same bow, the first round will count for the Championship results.

The winners will be Indoor Club Champions in the respective bow categories: Senior Ladies and Gents, Junior Boys and Girls (there are no age categories for Juniors).

Nationals Day (Handicap Shoot) - Outdoor

All members and all bow types are eligible to shoot. The full range of National distances will be available.

Awards will be made for three categories to be determined by splitting the participating archers into three groups as follows:

- Bowman, MB and GMB level handicap;
- 1st and 2nd class level handicap;
- up to 3rd class level handicap.

For each category there will be a trophy and commemorative item or medal for first place and medals for silver and bronze – awarded according to the number of eligible archers in each category.

There will be no separate awards for juniors, novices or bow types as the handicap will allow all archers to shoot at the same level.

Members may choose any distance they wish, but as this round is a handicap shoot, they may be disadvantaged if they shoot at a shorter distance than they are capable of.

Other Club Competitions

Other competitions are held during the Outdoor Season as described below. Please refer to the Summer Fixtures List for the dates. The majority of these shoots are free of charge, however, some of these incur a fee.

American Handicap Shoot (free)

2 ½ dozen each at 60 yards, 50 yards and 40 yards

No alternative distances, all bow types. The shoot is fully handicapped and there will only be one Gold, Silver and Bronze awarded.

Richmond Round (free)

5 dozen at 70 yards and 3 dozen at 40 yards

No alternative distances, all bow types. The shoot is fully handicapped. There is one Trophy with a Gold, Silver and Bronze awarded.

Various Speciality Out-Door Shoots

A number of other shoots may be scheduled depending on interest and availability of shooting days. These may include:

Victorian Shoot (a fee is payable)

Longbow and Traditional Bow, 2-Way Western, Victorian costumes are welcome.

Medals (ladies and gentlemen for each bow type) according to BLBS rules (i.e. silver medals are awarded for the greatest number of hits, ties are decided by score, then by golds if it's still a tie, and then, if necessary, in sequence through the colours, bronze medals are awarded for the highest score and for the most golds, no archer may

be awarded more than one medal for a round) will be awarded on the day, as visitors may be invited. At the change of distance a full Victorian Afternoon Tea is served, volunteers are welcome.

Eccles Shoot (free)

Longbow and Traditional Bow, 5 dozen at 60 yards

Medals and Eccles Cakes.

Kings Walk (free)

The Kings Walk is an unusual outdoor competition shot at the end of the Winter Season.

It is a two-way shoot for any bow type except compounds (due to lack of sufficient overshoot on the field), shot at 50 metres only onto a special black and white target. There are no sighters and only one arrow per archer is shot per end. Depending on the weather the full round consists of either 12 or 20 arrows.

There is one trophy which is awarded to the archer who is closest to the centre. Medals are awarded to the highest scorers, by bow type and gender.

Bray Competition (Indoor) (free)

2 ½ dozen at 20 yards onto a 40cm face. All bow styles.

It is unusual in that it runs during the whole of the indoor season and archers can shoot the round as many times as they want, using different bow types if desired. The best result per archer and bow type will count for the ranking list. Medals are awarded to the highest scorers, by bow type and gender.

Fun Shoots and Other Special Events

There are a number of other fun and special shoots and events during the year. These usually include:

- The Opening Shoot plus breakfast (free)
- Closing Shoot of Outdoor season (free)
- The Club Presentation Event (a fee is payable)
- Other seasonal shoots / events (some may be free, for others a fee may be payable depending on the effort and costs involved)

Rules for Special Shoots and Social Events

Announcements of all events will be sent out at the relevant times. It is necessary to book in by the published closing date in order to be allowed to participate.

Our shoots are social events for our club “family” and if members wish to join in they are expected to attend the entire event as a courtesy to those members attending and the members organising the event.

If there are circumstances preventing a member from attending the entirety of an event, please notify the Events Co-Ordinator and consideration will be given to accommodating exceptional requirements provided they have booked in before the closing date of the event, requests made after the closing date will be declined.

