



Operational Procedures

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BOWBROOK ARCHERS Ltd

Operating Procedures

Introduction

1. The word "CLUB" within this document means "Bowbrook Archers Ltd" unless otherwise stated.
2. The objectives of the Club shall be the furtherance, promotion and practice of the sport of Archery in all its forms.
3. Shooting will be governed by the current Archery GB or BLBS shooting rules as appropriate, or any other body governing special branches of the sport, except for any minor alterations decided by the Committee to suit local conditions.

Membership

4. All members shall abide by the Rules of shooting as laid down by Archery GB and the operating procedures of Bowbrook Archers.
5. The Club shall have the following general classes of membership:
 - a. Full Membership –
 - (i) Senior 18 years and over
 - (ii) Honorary
 - (iii) Junior 16 – 17 years of age
 - (iv) Juvenile under 16 years of age
 - b. Associate
 - c. Student
6. The following shall apply to membership in general :
 - a. Membership will not be restricted on the grounds of age, culture, disability, gender, language, racial origin, religious beliefs, and/or sexual orientation.
 - b. Full and Associate membership shall be limited to numbers decided by the Committee.
 - c. All members are required to carry their current Membership Card with them whenever they are using Club facilities.
 - d. Unless otherwise stated, Associate membership shall be indistinguishable from Full membership.
 - e. The Club reserves the right to refuse, or end, membership to individuals whose actions or behaviour may constitute a danger to themselves or others.
7. The following shall apply to Full Honorary members:

- a. The Committee is authorised to submit names to a General Meeting of any member for election to 'Honorary Life Membership' in recognition of outstanding services to the club.
 - b. There is no limit to the number of Honorary Members.
 - c. The Club will pay the Honorary Members Club Fees. The individual Member is responsible for payment of any affiliation fees.
 - d. Honorary Members may shoot with the Club, subject to proof of affiliation to the appropriate bodies.
- 8.** The following shall apply to Full Junior members:
- a. Full Junior Members have the same rights as Senior Full members.
- 9.** The following shall apply to Full Juvenile members:
- a. There will be no minimum age for membership. Applications for membership from persons under 16 years of age will be considered on merit.
 - b. Full Juvenile Members do not have voting rights at a General Meeting.
 - c. Full Juvenile Members must be under parental supervision at all times unless the committee agrees that such supervision is no longer necessary.
 - d. A Full Juvenile member becomes a Full Junior member on their 16th birthday.
- 10.** The following shall apply to Associate members:
- a. Associate membership is available to archers who are members of other clubs but who also wish to join Bowbrook Archers and have already paid their Archery GB subscription.
 - b. Proof of existing Archery GB affiliation must be presented before any fee reduction is made. Proof of renewal of affiliation must also be presented.
 - c. Any Associate Member who fails to renew their Archery GB affiliation will immediately cease to be a member of Bowbrook Archers, but may become a full member on payment of the necessary affiliation fees through the club.
 - d. Associate Members have the same rights as Full members, but are not entitled to vote at a General Meeting.
 - e. Associate Members will have priority in being considered for full membership.
- 11.** The following shall apply to Student members:

- a. Student Members must be in full-time education at a School, College or University.
 - b. Where Student Members are existing members of Archery GB, proof of affiliation must be presented.
 - c. Student Members may pay their affiliation fees through the Club
 - d. Student Members are only allowed to shoot at the club during the school/College/University holidays.
 - e. Student Members pay a reduced fee.
 - f. Student Members are not entitled to vote at a General Meeting.
 - g. Student Members do not receive club Bulletins or general emails.
- 12.** The Club Membership Fees will be proposed by the Committee, and approved by the AGM, prior to the start of the new Membership year.
The following concessionary reductions shall be available against membership fees
- a. Family - any three full members of the same immediate family.
 - b. Educational – any senior full member in full time education (not applicable to Student members).
 - c. Pensioner – any senior full member, whose only income is a pension, e.g. state, disability, widows etc.
- The amount of concession for each category shall be proposed by the Committee, and approved at the same AGM as the Club Fees. Only one concession shall apply to a single individual at any one time.
- 13.** Members may bring along a fellow archer, who, on payment of the Club Visitor Fee, can shoot for a maximum of six times per year. The Member remains responsible for their visitor, and must remain in attendance, at all times. Visitors must be paid up members of GNAS/Archery GB and should show proof of membership before they are allowed to shoot.
- 14.** The Visitor's Fee will be set by the committee, and reported at the AGM.
- 15.** The Committee can refuse Membership without disclosing the reason(s) to anyone but the individual concerned. That individual may appeal against that decision, in writing, within one month of that decision, addressed to The Secretary. The Appeal will be considered by a General Meeting within two months of receipt of the Appeal Letter.
- 16.** The Committee has the right to suspend and / or expel any Member a/ who breaches the Club Rules, or b/ whose actions have or could bring the Club in to disrepute. During any period of suspension, or during a period of investigation, the individual will not be allowed to benefit from any Club facilities, and will not be allowed to shoot. That individual may appeal against that decision, in writing, within one month of that decision, addressed to The Secretary. The Appeal will be considered by a General Meeting within two months of receipt of the Appeal Letter.

17. All membership fees become due within one (1) calendar month of election to membership. Annual subscriptions are due within two (2) months of the AGM or the member will be deemed to have resigned.
18. New members joining the club part way through the year will pay a reduced membership fee. This will be determined on a pro-rata basis of 1/12 of the annual club fee per month or part month, plus ALL applicable affiliation fees due at the time of joining.
19. Should any member leave or resign from the Club for any reason during any period forming part of the year, he/she shall pay to the Club (if not already paid) a pro-rata fee based on 1/12 of the annual subscription per month or part month plus all affiliation and shooting fees paid by the club on his/her behalf.
20. All members shall have completed a recognised Beginners Course prior to joining the Club. If this Course was completed at another Club, the date of Course and / or Completion Certificate will be detailed on the Membership Application Form.

Committee

22. The Club shall be governed by a Committee of a minimum ten (10) Full Members, who will fulfil the following Roles:
 - a. Chair
 - b. Secretary
 - c. Treasurer
 - d. Membership Secretary
 - e. Safeguarding Officer
 - f. Equipment Officer
 - g. Development Officer
 - h. Coaching Co-ordinator
 - i. Communications Officer
 - j. Records Officer
 - k. Events Co-ordinator
 - l. Ordinary Member 1 – member without portfolio ¹
 - m. Ordinary Member 2 – member without portfolio ¹
 - n. Ordinary Member 3 – member without portfolio ¹
 - o. Ordinary Member 4 – member without portfolio ¹

¹ The posts for Ordinary Members will be held by senior members who, whilst having no formal Committee Role, have a sound understanding of the Club, and perform a significant amount of Club work outside the Committee framework.

- 23.** Postholders may fulfil more than one role. The postholders will be elected for a period of twelve months at the Club AGM. Postholders may stand for more than one year, but the AGM must still approve that appointment. A simple majority vote at the AGM appoints the candidate where more than one member is interested in filling a particular role.
- 24.** The elected postholders become, after the AGM election, the de-facto Company Directors. The AGM Agenda will make this clear as part of the election process.
- 25.** Should any post become vacant during the year, the Committee can co-opt other Members on to the Committee, who can fulfil that role until the following AGM.
- 26.** Other Roles, as determined by the Committee, will be filled either by Members of the Committee, or by Club Members volunteering and thus co-opted on to the Club Committee, until the next AGM.
- 27.** Normally at the meeting following the AGM, the Committee will elect a Member to act as vice-Chair for the next year.
- 28.** At the discretion of the Committee, sub-Committees can be used to aid the smooth running of the Club. The Agenda, timeframe, and reporting mechanisms will be determined by the Committee as appropriate.
- 29.** The Committee will meet as and when required, at the discretion of the Chair and Secretary. At least two weeks' notice of meeting will be circulated by the Secretary. Agenda items will be forwarded to the Secretary at least one week prior to the meeting. The Secretary will issue an Agenda and supporting documents at least five days prior to the meeting. To be quorate, a minimum of five Committee Members will need to be present. Any decisions will be subject to simple majority, with the Chair, or, in his / her absence, the Vice-Chair, having the casting vote.
- 30.** At the discretion of the Committee, meetings are open to all Club Members, who are welcome to attend and take a full and active part on discussions. Any Voting is restricted to Committee Members.
- 31.** Any full member can request a Committee meeting be called to discuss an item / issue. S/he must discuss the issue with the Chair and / or Secretary, who will make the necessary arrangements to proceed with the matter.
- 32.** Any issues requiring immediate attention can be addressed by a minimum of three Committee Members reaching agreement. They must then notify their actions etc. to the Chair (or Vice Chair as necessary) and Secretary, who will ensure details are circulated and / or added to the next Agenda, or call a special Meeting, as appropriate.

Safeguarding of Young People and Vulnerable Adults.

33. The Club adheres to its Policies for The Safeguarding of Young People and Vulnerable Adults.
34. In order to support this very important role, the Committee will include a Club Safeguarding Officer. S/he will have responsibility for ensuring adherence to our Policies, and advising the Committee, as appropriate, to ensure our Policies and Procedures comply with our Safeguarding policy.
35. The Safeguarding Officer will be the preferred point of Contact for anyone with any concerns, questions, or issues, relating to that Policy.
36. The Postholder will ensure the Membership is aware of processes and procedures as applicable.

President

37. The post of President may be offered by majority vote of the membership present at a General Meeting.
38. The post can be offered for either a defined period of time or for life. In the case of the defined period this must be agreed by majority vote at a General Meeting. In the case of life President, the post is held until either the post holder notifies the Committee that s/he wishes to retire the honour, or by notice from the Committee by majority vote of the membership at a General Meeting to the President that the Club no longer require their services in that post.
39. The President agrees to abide by the rules and constitution of Bowbrook Archers, and shall have full voting and shooting rights as allowed all other full members.
40. At a General Meeting the President shall have the discretion to make the opening speech and chair the meeting during the election of Chairman.
41. The President may be asked by the Chairman to chair any meeting if the chairman believes himself/herself to face a conflict of interests. The President may also be asked to chair any meeting if asked to do so by majority vote of the Committee members and with the agreement of the Chairman. If the Chairman is not in agreement then the committee must notify the Chairman of their reasons for acting and arrange with notice to the chairman of an alternate date for the meeting or item to be discussed.
42. The Club will pay the club membership fee for the President. The President will be responsible for payment of any affiliation fees.

General Meetings

43. The Club AGM will take place on a date in April, as set by the Committee.
44. The Committee can call an Extraordinary General Meeting whenever required. A written request from five or more Full Members can also lead to an EGM.
45. At least 21 days' notice will be published for General Meetings, identifying the date, time and location.
46. For General Meetings, the quorum will be ten members, unless the Club has fewer members, in which case the members present in person or by proxy shall be quorum. If any General Meeting remains with no quorum after a delay of 30minutes, the Chair will suspend the meeting for seven days.
47. All members are entitled to speak at a General Meeting. Only the President and Full Members (excluding Juveniles) have Voting Rights.
48. Voting will be by a show of hands unless a poll is requested either by the committee or membership, in which case members will carry out a written vote.
49. All decision making will be by simple majority vote. In the event of a vote being tied, the Chair will have the casting vote.
50. The committee can, at their discretion, invite non-members to speak at a General Meeting

Club finances.

51. The Treasurer shall prepare and submit an up to date statement of accounts when requested by the committee.
52. Any transaction amounting to more than the amount agreed each year by the first Committee Meeting following the AGM, will require approval from two of the signatories on the list provided to the Bank. This will include cheque issues, electronic payments etc.

Subscription fees.

- 53.** In addition to paragraph 13, the following should be noted:
- a/ The fees for full members will include affiliation to appropriate archery organisations.
 - b/ Members wishing to affiliate to BLBS, NFAS and/or any other organisations are responsible for their own subscriptions to these organisations.
 - c/ The subscription fees do not cover entry to tournaments and shoots. Members are responsible for paying their own entry fees. Fees paid by the Club for outside shoots on behalf of any members shall be paid back to the Club as soon as possible. It must be understood that fees paid for shoots etc., are not normally refunded therefore failure to attend any shoot so booked does not absolve the member from payment of the fees which must still be repaid.
 - d/ Archery GB and other affiliation fees shall become due as and when required by those associations. Any alterations, increase or decrease of fees shall become payable when required or upon yearly renewal.

General.

- 54.** All Club and other notices of interest shall be placed on the Club website.
- 55.** Club clothing with its colours and designs are an important part of our identity. Members are encouraged to wear the approved range of clothing, available to buy from the Club, especially at external events and competitions. Should Members wish to produce their own style, incorporating the Club brand, they must liaise with the Communications Officer, to ensure the approved Club Badge, Motifs, Colours etc. are used appropriately.
- 56.** Any member resigning from the Club shall not be entitled to wear the Club badge, except by permission of the Committee.
- 57.** Any member who resigns from the Club and is in possession of any trophy or any other Club property or equipment must return same to the Club Secretary forthwith.
- 58.** The shooting activities of the Club shall be controlled by the committee.
- 59.** Any and all events using Club facilities, appropriately booked via the approved Club Booking Procedure, take precedent over other use of such facilities. Members are encouraged to check the Events Diary.
- 60.** Club shooting shall take place on days decided by the Committee.

61. Club shooting records shall be kept up to date by the Club Records Officer. All records and assessments shall be as laid down by Archery GB rules or any other rules as required by any other governing body.
62. Any Full or Associate member will be allowed to use the Club ground and equipment at any time for private practice. Shooting and target fees for private practice are included within the annual subscription.
63. Any member shooting on his or her own is does so at their own risk and must accept full liability for any accident or damage caused while so doing.
64. Any request for alteration or amendment to these rules and procedures must be made in writing to the Secretary, not later than one (1) month before the General Meeting at which the changes are to be considered. The letter must explain the proposed change(s) and why they are being requested.

Cessation of Club.

65. In the event of the Club ceasing, the following provisions will apply:
 - a/ any land and associated infrastructure wholly owned by the Club will be donated to Withington Parish Council, or its successors, for the express purpose of being used for recreation.
 - b/ any equipment wholly owned by the Club will be offered to any Shropshire Archery Club.
 - c/ any remaining funds, after the settlement of outstanding debts and refunds to members, will be donated to charity.

..donated to charity.**END**