



**MARSHLAND ARCHERS  
MEMBERS HANDBOOK**

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## Constitution

### OBJECTIVES

The practice and promotion of Archery for all ages including the encouragement of archery amongst people of all ages and abilities.  
To support those who wish to compete.

### AFFILIATION

The club shall affiliate to the Grand National Archery Society (GNAS) aka. Archery GB, Norfolk Archery Association (NAA - Counties) and Southern Counties Archery Society (SCAS – Regional).

### MANAGEMENT

The club shall be managed by a Committee consisting of:

**The Chairman** shall be chiefly responsible for the direction and co-ordination of the Club's activities.

**The Vice-Chairman** shall be responsible in the absence of the Chairman.

**The Secretary** shall be responsible for correspondence and the keeping of club records, insurance policies, recording memberships and rental/leasing agreements. He/she may pass tasks to other officers; however, the secretary has the final responsibility for all records and following the guidelines of GNAS. He/she shall also call meetings as directed by the Committee.

**The Treasurer** shall be responsible for the collecting of subscriptions and other funds, payment of Club expenses, keeping accounts and preparing an Annual Balance Sheet.

**Senior Coach** shall be responsible for organising beginner's courses, taster sessions and training. He/she will coordinate with other coaches and make sure the club sustains a coaching level suitable for the size of the club. He/she will liaise with the secretary and treasurer for all necessary paper work and payments.

**Equipment Officer** shall be responsible for checking club equipment safety, be responsible for the acquisition of new and replacement equipment. He/she will liaise with the secretary and treasurer for all necessary paper work and payments.

**The Records & Tournament Organiser** shall be responsible for recording all scores and handicaps, organising of tournaments as set out in the GNAS Guidelines and rules of shooting.

**The Child Protection Officer** shall be responsible for dealing with all child & vulnerable adult's protection and welfare issues of the club. This officer will undergo a criminal record check (DBS) before appointment and upon appointment. They will ensure there's is a written procedure for contacting local services departments and the police, together with any 'out of hours' contacts and procedures. They will ensure that anyone with substantial access to children and vulnerable adults give their consent to having a DBS check.

**The Junior Representative** shall be responsible for gathering views and opinions of Junior Members and reporting these to the Committee Meetings as required.

More officers can be elected at the Committee's discretion. Members of the club are entitled to attend committee meetings to give active support.

## **PROPERTIES**

All Club funds & properties shall be vested in the hands of the Chairman, Secretary, and Treasurer as Trustees during their term in office.

## **ANNUAL GENERAL MEETINGS**

An Annual General Meeting (AGM) shall be held each year. 21 clear days' notice of the meeting must be given in writing to all Club Members. The meeting shall elect the Club Chairman, Secretary, Treasurer and other committee officers. All adult Club Members shall be entitled to submit nominations for these offices. Such nominations must be in writing, signed by the proposer and seconded and submitted to the Secretary at least 14 days before the meeting.

The nomination should have had the consent of the nominee. If no nominations are received, the Committee shall have the power to submit its own nominations.

The meeting shall have the power to alter the Club Rules and Constitution. Notice of any proposed alterations to these must be submitted in writing to the Secretary at least 14 days before the meeting.

The AGM will receive a report from all officers of the Club as well as the reviewed statement of annual accounts from the Club Treasurer for approval, this review can be carried out by a minimum two (2) club members.

A quorum shall consist of one fifth of the total adult membership.

## **SPECIAL MEETINGS**

The Committee shall have the power to call an Extraordinary General Meeting (EGM), by giving at least 7 days' notice in writing to all adult members. EGMs can also be called by any 5 adult members, by giving 14 days' notice to the Secretary. Procedures for EGMs will be the same as for the AGM.

## **VOTING RIGHTS**

At AGMs, EGMs and club meetings each member is eligible to one vote on items debated and needing a vote. In all cases the Chair will have a casting vote if necessary. All but associate members have a voting right.

## **DISCIPLINE**

The Club Committee shall hold a hearing to consider any complaints received from club members, and any disciplinary action thought necessary. In all such situations, the committee shall correspond fully with all parties concerned, both verbally and in writing within 7 days of the hearing. However, the decision of the committee in all such cases is final. The committee shall ensure that all such actions are to the good of the club.

All complaints regarding the behaviour of Club or Committee members should be submitted in writing to the Club Secretary. In the event of a complaint against the Club Secretary, these should be submitted in writing to the Chairman.

The Club Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership from the club.

## **FINANCES**

The Club will maintain a club bank account whose designated signatories will be the Club Chairman, the Club Secretary and the Club Treasurer. All payments will be by cheque and signed by at least two designated signatories.

The Club Committee may choose to authorise remuneration and expenses to any member of the Club and to any other person or persons for services provided to the Club. This remuneration excludes the payment of any membership and shooting fees.

The Club may opt to provide food, beverages, social events, sports clothing, equipment, training and coaching, the Club may also employ members and remunerate them for providing goods and services in connection to the Club activities on simple and fair terms set out by the Club Committee.

The Club will keep a set of simple accounting records of all income and expenditure with receipts, so they can be inspected at any time and for transparency by the Club Committee, GNAS or any applicable governing body.

The Club Treasurer will be responsible for ensuring that the accounts are reviewed in plenty of time and presented at the AGM.

## **CHILDREN & VULNERABLE ADULTS PROTECTION STATEMENT**

This club has adopted the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults.

## MEMBERSHIP

All membership applications must be submitted to the Secretary. The Committee shall have the power to accept or reject applications.

**Senior Members** shall be those of 18 years or older who have been accepted as a member of the Club and have paid to the Club the prescribed membership fees for the year.

**Junior Members** shall be those under the age of 18 who have been accepted as a member of the Club and have paid to the Club the prescribed membership fees for the year.

Juniors shall be accepted from the age of 8 years, but If younger than 12 years, it will be a condition of membership that: -

- They must be accompanied by their own parent(s) or guardian(s) who are non-shooting members

**Full Members** shall have paid a full annual membership and have to pay a reduced target fee on club shooting days and competition fees.

**Affiliate Members** shall have paid the club fees (including GNAS fees) and have to pay a target fee on club shooting days.

**Non-Shooting Members** will pay a small membership fee in recognition of the volunteer support they provide the club. This membership will ensure that volunteers are formally members and covered by the full range of insurance that Archery GB provides and give voting rights within the Club.

**Associate Members** will pay an annual subscription determined by the Committee and on production of evidence of GNAS membership, they shall be associated with the Club for shooting and other supporting activities but will not be eligible to stand for committee and will not have voting rights. Associate Members are required to pay a target fee on the day and any fees required for the hire of venues. Associate members are personally responsible for the management of their own scores.

## SUBSCRIPTIONS – Please see our separate Fee Schedule

Fees are payable in advance as outlined in the Fee Schedule.

## **HAVE-A-GO, TASTERS & VISITORS**

Newcomers wishing to get into archery are welcome to attend have-a-go events and days. Each event will be organised by a senior coach with attendance of senior members and where possible all level 1 coaches as long as the club have them at their disposal. Coaching/shooting must be on a one to one basis and follow the “GNAS Code of Practice for Have a Go Events”.

Guests are permitted to attend a maximum of 2 events, where thereafter they will be asked to attend a beginners’ course and become a full member.

Tasters will be charged at a fair rate per person set by the committee.

Visitors affiliated to societies other than the GNAS shall be allowed to shoot upon production of proof of liability insurance and may do so on payment of a target fee.

## **INSTRUCTION OF BEGINNERS**

The period of instruction is limited by the insurance cover held by the GNAS/Club. Beginners will be given 4 one and half hour lessons (one per week) in the basic technique of shooting. The fee covers insurance and the use of Club training equipment. Beginners will be informed that on completion of the course, if they wish to continue in the sport, they must join the Club as full members (when affiliation fees become payable).

If the beginner decides not to join the Club, then their association with the Club must cease. They will not be allowed to extend their course of instruction.

## **USE OF CLUB EQUIPMENT**

New members will be allowed to use club equipment for the period listed below:

- 4 weeks from commencement of tuition - use of all necessary equipment.
- 6 weeks from commencement of tuition - members are expected to purchase their own archery kit (bow, arrows, finger tab and arm brace).
- Any club member wishing to use club equipment must pay a hire fee as set in our **Fee Schedule**.

## **SHOOTING SEASON**

- The indoor shooting season is from **1<sup>st</sup> October to 31<sup>st</sup> March**.
- The outdoor shooting season is from **1<sup>st</sup> April to 30<sup>th</sup> September**.

There will be no scheduled shooting the **2 weeks of Christmas and Easter**.

## **DISSOLUTION**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the Club that remain will be donated to another archery club where the equal promotion of archery is paramount.

**(Adopted on 2<sup>nd</sup> March 2019)**

## Beginners & Novices

Archery is a very inclusive sport and we try to accommodate archers of all ages and abilities. Beginner's courses are run throughout the year by the clubs registered coaches. These are usually held on a Saturday morning 10:00am to 12:00am before the regular club shoot. Members are only permitted to shoot during these courses if they are assisting the coach with the course.

Most archers in the United Kingdom belong to the Grand National Archery Society (GNAS), the sport's governing body. They do this by joining an affiliated club such as Marshland Archers. In turn, the Club belongs to a county association, in our case the Norfolk Archery Association (NAA) and to a regional association, the Southern Counties Archery Society (SCAS). Club membership of GNAS is necessary for important items such as Public Liability Insurance. Beginners on our recognised courses are automatically covered for the duration of the course as are those taking part in Have-a-Go's at fetes and the like.

At the end of a Beginners Course you will have been invited to join our Club. As a new member, we will continue to provide you support with equipment for a while until you are able to obtain your own. Coaching within the Club is free, you will have found out who the Club's coaches are during your Beginners Course.

This Handbook will give you not only more details about terms used and rounds shot, but also a copy of the Club Rules and Code of Conduct which you will need to follow when shooting both competitively and non-competitively.

Beginner's courses and 'Have-A-Go' sessions can only be arranged by the committee and are then covered by Archery GB insurance.

The cost of archery equipment can be determined according to your means. In addition, the equipment must be suitable for the individual archer and we strongly recommend that you ask advice from the coaches within the Club before you make a purchase, especially of a bow and arrows. In some instances, it may be possible to obtain second-hand equipment.

The following list will help identify the minimum requirements:

- a finger tab or glove
- a bracer (armguard)
- a quiver
- a bow and bow string
- a bow sight
- a set of 6 arrows
- a bow stringer

There are a number of archery equipment suppliers that can help you with purchasing your first set of equipment, two we would recommend are:

- <http://www.merlinarchery.co.uk>
- <http://www.clickersarchery.co.uk>

## Rules of Shooting

The Archery GB "**Rules of Shooting**" should have been provided to you on joining the club as part of your 'welcome pack'. Alternatively, may be downloaded free from the Archery GB website or a hard copy may be purchased from Archery GB. It contains important safety information and all members are required to familiarise themselves with its contents.

## Safety Rules

- All shooting will be controlled by a Field Captain, who will signal with a whistle or call.
- There must be a minimum of one person present each being a minimum of 18 years of age when any shooting is in progress, one of whom may be a non-archer to act as a lookout.
- When junior archers (i.e. archers under 18) are shooting individually or in groups there must be a minimum of two senior members present at all times.
- The archer is responsible to inform the lookout of all safety aspects applicable. Where two adult archers are present and shooting together they will alternate on the shooting line so that the non-shooting archer can act as lookout.
- Warning notices must be displayed at all entrances and points of access to prevent members of the public straying into the shooting area.
- A bow is never pointed in the direction of any other person.
- A bow with an arrow on the string is never drawn anywhere except on the shooting line and in the direction of the target.
- Shooting will not commence till the “**clear to shoot**” signal is given (**1 blow on the whistle**).
- No person shall move forward from the shooting line towards the targets to collect arrows until the “**safe to collect**” signal is given (**3 blows on the whistle**).
- If any person moves towards the target area or any other danger is present while shooting is in progress, the call “**FAST**” shall be given by anyone seeing the danger. This call and/or repeated blasts on a whistle (**4 of more blows on the whistle**) means that all shooting must stop immediately. On hearing this call, all archers must immediately stop shooting, returning all un-shot arrows to the quiver and step back to the waiting line. Shooting will only commence once the danger has been cleared by the Field Captain and the “**clear to shoot**” (**1 blow on the whistle**) signal is given.
- Anyone not actually shooting must keep at least 5 yards behind the shooting line where possible.
- When all arrows have been shot and the signal given, walk towards the targets looking carefully for any arrows that have fallen short, it is everyone's responsibility to check for arrows no matter if they are their own or not. Failure to do this may result in damaged arrows or injury to ankles or shins.
- When an archer is drawing his arrows from the ground or target, stand to one side. Anyone standing behind the archer who is drawing his arrows from the target may be struck in the face by the nock of a carelessly drawn arrow.

## General Safety Guidelines

- Metal badges, jewellery, bracelets, exposed piercings and strings of beads should be removed before shooting as these can be entangled in the bowstring. Loose clothing should be avoided; a long-sleeved close-fitting jumper or pullover is ideal for shooting.
- Long hair must be tied back and kept from being entangled in the bow string, this can be best served with a non-obstructing hat especially when shooting outdoors.
- Open toe shoes, sandals, flip flops and other inappropriate footwear must never be worn on the shooting range. A comfortable pair of trainers or walking boot is recommended.
- When bracing a bow, use a bow stringer. Always check that the string is correctly located in the nocks before and after releasing pressure on the bow limbs.
- Never draw and release a bow without an arrow on the string as this can damage or break the bow.
- Do not use bent or kinked aluminium arrows. Constantly examine wooden arrows, if they show signs of splitting or cracking they should be discarded immediately.
- Strings showing signs of wear should be changed. Some strings show that they are nearing breaking point as the bracing height drops a little after each shot.
- Equipment should not be left lying on the ground if at all possible. Always use a bow stand to reduce chances of damage to the bow and harm to others.
- Arrows must be kept in a quiver or arrow tube when not shooting.

## Equipment Safety

Members should be aware that if not regularly maintained archery equipment can become dangerous to use and all efforts must be taken to keep it in good working condition. If a member finds a piece of club equipment that doesn't look safe or is broken they must follow the following procedure

- Report the fault to the Equipment Officer or committee member
- Complete a Faulty Equipment form
- If possible store item separately from other items

## What to Look for?

- Check your handle riser and limbs for any cracks.
- Check for twisted limbs.
- Check for nocking points that missing or not positioned correctly.
- Check the bowstring for loose or unravelling servings
- Check for frayed strands.
- Check wooden arrows that are cracked.
- Check aluminium arrow shafts are not bent.
- Check for missing, loose or damaged fletching's.
- Check bosses are not split or broken
- Check stands are bolts and screws haven't worked loose.

## Dress Code

The Club dress code follows that of Archery GB (GNAS), full details of which can be found in the Archery GB (GNAS) Rules of Shooting (*Rule 307*).

The dress code is not usually adhered to at the Club shoots but you will need to wear it at any tournaments you enter and public events.

## Shooting & Scoring

In target archery there are two scoring methods. World Archery (used around the world) and Archery GB (used in the UK). Both methods use the same target face but are scored with different scoring zones.

In both cases the arrow that touches the zone of a higher scoring value is scored at that value.

<b>F.I.T.A (World Archery)</b>		<b>G.N.A.S Archery GB</b>
Inner Gold: 10 Outer Gold: 9 Inner Red: 8 Outer Red: 7 Inner Blue: 6 Outer Blue: 5 Inner Black: 4 Outer Black: 3 Inner White: 2 Outer White: 1		Gold 9 Red: 7 Blue: 5 Black: 3 White: 1

**10 Zone Scoring** divides each coloured section into 2 parts, an inner and outer ring creating 10 zones. This method of scoring is usually used for rounds shot using metric distances (measured in metres) and for most indoor rounds.

**5 Zone Scoring** divides each colour section into 1 singular part creating just 5 zones. This method of scoring is usually used for imperial distances (measured in yards).

There are many different rounds of archery. A typical round of shooting comprises of a set amount of arrows (in this example, 3 dozen arrows = 36), which is broken down further into 6 arrows.

Name:						Bow Type:										
Date:						Round:										
Age (if under 18):						Distance:										
1	2	3	4	5	6	End	1	2	3	4	5	6	End	Hits	Gold X	Total
X	9	7	5	5	3	39	8	7	7	6	6	M	34	11	1	72
<b>Round Totals:</b>																

When the archer shoots their first 6 arrows (also known as “end”) they note their score highest to lowest (i.e. 9-9-7) pause, then (5-5-3) any arrows that miss are marked as “M” and totals the end (i.e. 38). They then shoot their next 6 arrows and notes them on the same line with total of that end (i.e. 8-7-7 6-6-M totalling 34). The archer then notes the number of arrows that “Hit” the scoring zones, how many got a X or “Gold X” (the dead centre of the target, but is still scored as 10) and the “Total” for that line (i.e. 39 + 34 = 73). This is repeated for the next 2 dozen arrows, which are then totalled at the end to give you your overall score. Hits and Gold X totals are used where competing scores are a draw and are used to decide the winner.

## Tournaments & Awards

The club prides itself on being able to offer both friendly and competitive archery. As such supports and encourages those who wish to shoot at competitions and tournaments. From time to time the club runs its own in-house competitions for both juniors and seniors.

Other clubs organise other tournaments that you can enter. These are listed in Archery UK, a quarterly magazine published by Archery GB. You could attend a tournament almost every weekend of the year if you wish.

### Records

Club Records can only be obtained when shooting on an advertised target day, shooting the advertised round under tournament conditions. The score must be signed by the archer and the person scoring your round, is non-related or is a target companion who can verify the accuracy of the score. An adult may sign a junior's score, but a junior cannot sign an adult's or another junior's scoresheet. Records may be achieved at outside tournaments provided that they are bona fide shoots. In all cases the signed score sheet or results sheet must be provided to the records & tournament organiser.

### Progress Awards

The Archery GB Progress Awards are designed to provide beginner archers with awards for developing their archery skills. The junior age groups are aligned with educational key stages, the scheme is also available to adult beginners.

The scheme is open to all club archers and is operated by our club under the normal rules of shooting. Qualification for an Archery GB Progress Award badge is by score. Shooting requirements are as follows:

- Shooting may be indoors or outdoors.
- The archer must shoot 36 arrows in ends of 6 arrows. This may be shot in one session of 36 arrows or in 2 sessions of 18 arrows each.
- A maximum of 12 arrows warm-up is allowed per session.
- Archers must achieve the scores shown below. As the club shoots recurve, barebow, compound and longbow, we have included those below.
- Scoring requirements vary according to:
  - Bow style: Recurve, Compound, Longbow/Barebow/Fibreglass bow
  - Age
  - Gender
  - Target face size
  - Distance

A badge colour can only be claimed once irrespective of age group or bow style. However, missed colours may be claimed when a junior archer moves up an age group.

### Adult Progress Award

#### Appendix 4: Archery GB Progress Awards – Scores Required – Adult Beginner Archers

#### Adult Beginner Progress Awards

122 cm Face – 5 Zone Score

20 yards only

Badge	White	Black	Blue	Red	Gold
Score	150	200	240	270	290







### Target Rounds

These target rounds have been taken from the latest Archery GB Rules of Shooting (approved in October 2016). More information can be found by visiting the Archery GB website and searching for “Rules of Shooting”, there are also helpful guides and tables showing age groups for juniors.

The rules governing outdoor rounds is 308 and for indoor rounds is 405.

## Archery GB Metric Target Rounds - Outdoor (10 Zone Scoring)

Round Name	122cm target face (recurves)								80cm target face (compound)						Max Score
	90m	70m	60m	50m	40m	30m	20m	15m	50m	40m	30m	20m	15m	10m	
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
Long Metric (Men)	3	3	-	-	-	-	-	-	-	-	-	-	-	-	720
Long Metric (Women)	-	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 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
Metric 122-50	-	-	-	6	-	-	-	-	-	-	-	-	-	-	N/A
Metric 122-40	-	-	-	-	6	-	-	-	-	-	-	-	-	-	N/A
Metric 122-30	-	-	-	-	-	6	-	-	-	-	-	-	-	-	N/A
Metric 80-40	-	-	-	-	-	-	-	-	-	6	-	-	-	-	Full size or 6-zone face
Metric 80-30	-	-	-	-	-	-	-	-	-	-	6	-	-	-	Full size or 6-zone face

Metric 122-50, 122-40, 122-30 = recurve rounds, Metric 80-40, 80-30 = compound rounds.

## World Archery Target Rounds – Outdoor (10 Zone scoring)

Round Name	122cm target face (recurves)								80cm target face (compound)						Max Score
	90m	70m	60m	50m	40m	30m	20m	50m	40m	30m	20m	15m	10m		
WA1440 (Men)	3	3	-	-	-	-	-	3	-	3	-	-	-	1440	
WA1440 (Women)	-	3	3	-	-	-	-	3	-	3	-	-	-	1440	
WA1440 (Cadet Women)	-	-	3	3	-	-	-	-	3	3	-	-	-	1440	
WA900	-	-	2.5	2.5	2.5	-	-	-	-	-	-	-	-	-	
WA 70m	-	6	-	-	-	-	-	-	-	-	-	-	-	-	
WA 60m	-	-	6	-	-	-	-	-	-	-	-	-	-	-	
WA 50m	-	-	-	-	-	-	-	6	-	-	-	-	-	-	
WA Standard Round	-	-	-	3	-	3	-	-	-	-	-	-	-	-	
Olympic Round	-	Sets	-	-	-	-	-	-	-	-	-	-	-	-	
Olympic Round (cadet)	-	-	Sets	-	-	-	-	-	-	-	-	-	-	-	
Compound Match	-	-	-	-	-	-	-	1.25	-	-	-	-	-	-	

WA 70, and WA 60 = recurve rounds. WA 50 = compound round.

## Archery GB Imperial Outdoor Rounds (Five zone scoring – 9, 7, 5, 3, 1. 122cm face)

Round Name	100yds	80yds	60yds	50yds	40yds	30yds	20yds	10yds	Max 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
American	-	-	2.5	2.5	2.5	-	-	-	810
St Nicholas	-	-	-	-	4	3	-	-	756
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

## Indoor Rounds – Archery GB

Distance	18m	25m	30m	20yds	20yds	25yds	20yds	18m	
Face size	40cm	60cm	80cm	60cm	40cm	60cm	16 inch special	40cm special	Additional rules
Bray I	-	-	-	-	2.5	-	-	-	Full size or triple face
Bray II	-	-	-	-	-	2.5	-	-	Full size or triple face
Stafford	-	-	6	-	-	-	-	-	Full size face only
Portsmouth	-	-	-	5	-	-	-	-	Full size 5 zone or triple face
Worcester	-	-	-	-	-	-	5	-	Special face and rules. See Rule 408
Vegas	-	-	-	-	-	-	-	5	Special face and rules. See Rule 409

## Indoor Rounds – World Archery

Distance	18m	25m	30m	20 yds	20 yds	25 yds	20 yds	18m	
Face size	40cm	60cm	80cm	60cm	40cm	60cm	16 inch special	40cm special	Additional rules
WA18m	5	-	-	-	-	-	-	-	Full size or triple faces
WA25m	-	5	-	-	-	-	-	-	Full size or triple faces
WA Combined	5	5	-	-	-	-	-	-	Full size or triple faces
Recurve match	Sets	-	-	-	-	-	-	-	Triple faces only
Compound match	1.25	-	-	-	-	-	-	-	Triple faces only

## Code of Conduct

### Members

- Every member shall be bound to further the objectives of the Club and shall observe these Rules and those of GNAS, Norfolk Archery Association and Southern Counties Archery Society. It is recommended that all members obtain their own copy of the GNAS Rule Book.
- All members shall be entitled to readily have 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, AGM and EGM meetings.
- Membership of the Club will terminate if:
  - a properly authorised written 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 an Extraordinary 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 GNAS. Members will also follow carefully any additional guidance given in this 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.
- In consideration of safety no food should be consumed on or behind the shooting, all drinks must be contained in a sealed bottle.
- 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 12 years must be accompanied by their own parent(s) or guardian(s) who are non-shooting members at the club.
- Junior members of the club may shoot only when at least two adults are present, one of whom must be a competent senior archer and a member of GNAS.

### Parents / Carers / Guardians / Spectators

- Marshland Archers 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 recognise good performance, not just results.
- Never force the member to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a member for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your member's involvement and help them to enjoy their sport.
- Not to side line coach archers when they are shooting
- Use correct and proper language at all times.
- To become involved in the club to support the members wherever possible.
- Bad behaviour, foul language and aggression against others will NOT be tolerated and you will be asked to leave the venue.

### Coaches / Judges and Officials

These are an extract of the Code of Conduct applicable, which are much wider.

- place the safety, well-being and enjoyment of archers first;
- encourage archers to take responsibility for their own development and actions;
- only use physical contact that is appropriate and necessary, and with approval from the archer;
- allow archers to be involved in the decision-making process;
- use social media and messaging appropriately and responsibly;
- make sure parents and carers of young archers understand what they can expect from me and make sure activities are suitable for the archer's capability and level of maturity (development stage for children and young people);
- not work with another coach's archer without first discussing this with both the coach and the archer;
- not get involved in inappropriate personal relationships (coaches, judges and officials are in a position of power and trust and may be found guilty of abusing this position in line with the Sexual Offences Act);
- not take part in any form of abuse (physical, sexual, emotional), neglect or bullying; and
- follow the reporting guidelines of the club, organisation or governing body – taking no action is unacceptable.

The full Code of Conduct can be found at <https://www.archerygb.org/wp-content/uploads/2017/05/OPP-06c-01cm-Code-of-Conduct-Coaches-Leaders-and-Officials.pdf>

## Safeguarding Children Policy

The Club aims to follow the Archery GB (GNAS) Policy for the Protection of Children and Vulnerable Adults. As a note, juniors aged between 8 and 12 must be accompanied by a parent or guardian at all times. When shooting, a Senior member must be shooting with them or watching them. When junior archers (i.e. archers under 18) are shooting individually or in groups there must be a minimum of two senior members present at all times. The Club is not equipped with qualified child care services, as such we ask parents not to put on other members to watch your child.

### Dealing with Safeguarding Issues

Club members need to be aware of their responsibilities for safeguarding and promoting the welfare of children and young people, how they should respond to child protection concerns and make a referral to local authority children's social care or the police, if necessary.

As such, we ask that members follow these simple guidelines if they have a concern about a child's safety:

- **IMMEDIATELY** report your concerns to the Safeguarding Officer (SO). In the event the SO is not available then to the Chairman or another Committee Member.
- The SO / Committee Member must complete a "Safeguarding Incident Report Form – SCF04"
- The SO / Committee Member must immediately refer the concern to: The Police and/or Children's Social Care Services and Archery GB SO.

Further information can be found at <http://www.archerygb.org/support/services/safeguarding> or by contacting Marshland Archers Safeguarding Officer.

## Equality Policy

This club 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, recognising 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 behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## Discipline

The Club Committee shall hold a hearing to consider any complaints received from club members, and any disciplinary action thought necessary. In all such situations the committee shall correspond fully with all parties concerned, both verbally and in writing within 7 days of the hearing. However, the decision of the committee in all such cases is final. The committee shall ensure that all such actions are to the good of the club.

All complaints regarding the behaviour of Club or Committee members should be submitted in writing to the Club Secretary. In the event of a complaint against the Club Secretary, these should be submitted in writing to the Chairman.

The Club Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership from the club.

## Disciplinary Procedure

1. If upon receipt of a complaint it is necessary to take disciplinary action, the committee shall:
  - 1.1. Notify the Respondent of:
    - 1.1.1. The nature of the complaint against them, sending copies of any relevant documents to the member which supports the complaint;
    - 1.1.2. The fact that disciplinary proceedings are going to be commenced and the procedure being adopted.
  - 1.2. Ask the Respondent for full details of their position and any documents or evidence they wish to refer to in support of their position.
  - 1.3. Inform the Respondent that they are entitled to bring a representative to the hearing.
  - 1.4. 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. For example, you could ask a local head teacher, magistrate, or other individual who is not connected with the individuals involved. Those individuals need not be archers or connected with the sport.
  - 1.5. Set a date for the disciplinary hearing. This date should be agreed with the Respondent and if possible, any witnesses. The Respondent should be given every opportunity to attend the disciplinary hearing.
2. 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.
3. A representative from the Club, County, Region (who is not the complainant) should present the complaint to the Disciplinary Panel.
4. The Respondent should be given sufficient opportunity to respond to the complaint against him/her at the disciplinary hearing.
5. 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.
6. A note of the procedure followed, the decision and reasons should be made.
7. The process should be fair and transparent throughout to all parties involved.

## Club Etiquette

- Archers should help setup and take down the range before their own equipment
- Does not talk in a loud voice whilst others are shooting.
- Does not talk to another competitor who prefers to shoot undisturbed.
- Does not make any exclamation on the shooting line which might disconcert a neighbour in the act of shooting.
- Does not use mobile devices on the shooting line other than for the purpose of scoring or improving their archery technique.
- Does not go behind the target to retrieve his/her 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 the owner's permission.
- Does not leave litter.
- When calling the scores does so in groups of three, highest first, for example '7-7-5' pause '5-3-miss'.
- If you break another archers arrow or in-deed any of their equipment through your own carelessness, make arrangement to pay for the damage without question.
- Thanks the Field Captain at the end of a shoot for their work on the range.
- Fosters a good healthy attitude to their sport