



CONSTITUTION

1. OUR CLUB NAME

The club will be called **Griffin Archers** this will incorporate ALL Griffin Archers members equally, [hereafter called 'the club'], will be affiliated to Archery GB and run in accordance with all Laws, rules, regulations and ordinances of Archery GB (AGB). It will also be affiliated to Cambridgeshire Archery Association (CAA) and Southern Counties Archery Society (SCAS).

2. AIMS AND OBJECTIVES

The aims and objectives of the club will be:-

- To promote archery and the club within the local community, to encourage archery as a sport and recreational activity for all people.
- To provide an inclusive and accessible environment for all people.
- To offer participation in archery in accordance with current Archery GB Rules of Shooting.
- To offer coaching in archery in accordance with current Archery GB rules and regulations.
- To manage the facilities, equipment and day to day running of the club in a safe and sociable environment.
- To ensure all appropriate training and supervision is available and provided.
- To ensure a duty of care to all members providing all its services in a way that is fair to everyone.

3. MEMBERSHIP

ALL members will have been through a recognised AGB beginners' course, or assessed by a member of the coaching team to ascertain their competency in Archery, and then invited to become a member of Griffin Archers.

Although there are no specific criteria for doing so, membership can be refused at committee discretion, using the Club Constitution and Expected Behaviours as guidance. This will be explained to the individual applying.

By becoming members of the club, all members agree to abide by the Club Constitution and all policies and procedures of the club, alongside all Archery GB rules, regulations and Codes of Practice.

Griffin Archers is an affiliated club with Archery GB, SCAS and CAA and will remain so to comply with coaching and rules

Affiliation to Archery GB, SCAS, CAA is therefore Mandatory for every member of the club. All members agree to personally affiliate to our National Governing Body – Archery GB.

All visitors will be expected to hold affiliations either through another club or as an independent member. Proof of AGB membership will be a requirement to shoot at the Club.

Griffin Archers Membership Categories:

- Full Member – club member of Griffin Archers paying membership and target fees
- Affiliated Member – Archer who is Affiliated through another club but can become a member of Griffin Archers as long as they hold a current AGB membership and can provide evidence of this.
- Associate Member – Non- Shooting member of the club.
- Life Member Emeritus – Honorary or discretionary award for long or devoted service to the club.

GRIFFIN ARCHERS

Every member will have full voting rights at any Annual General Meeting or Extraordinary General Meeting called in accordance with this constitution.

As an accessible, inclusive and integrated club, Griffin Archers do not make any distinction between individuals. However, the club encourages disclosure to the coaching team, this will allow accommodations and/or adaptations to be considered, also the line captain will need to be aware of any additional needs/requirements. AGB will require self-declaration of Disability (DISABILITY: a physical, mental, cognitive, or developmental condition that impairs, interferes with, or limits a person's ability to engage in certain tasks or actions or participate in typical daily activities and interactions) All shared information and/or disclosures by any member will be treated by the club under GDPR regulations using our Confidentiality and Safeguarding policies.

MEMBERSHIP FEES

Membership Fees will be set annually, determined and agreed by a majority decision at the Annual General Meeting or in exceptional circumstances, at an Extraordinary General Meeting called by the committee exclusively for the purpose of determining Membership Fees.

All members are expected to pay an appropriate membership fee, generally paid annually, or by standing order over 12 months, or upon application to an Executive Committee Officer at other timescales agreed on a specific individual basis.

Annual Membership renewal is due 1st January or first club meeting thereafter (unless agreed by committee otherwise, or the individual membership begins part way through a year, at which point there is a 6 month increment whereby only 50% of the total fee is due)

Membership can only be renewed upon confirmation that personal contact, health and emergency contact details held are still up to date, or the completion of a new membership form. This will be stored in accordance with Confidentiality and GDPR. Only available on a need-to-know basis e.g., coaching restrictions due to a health condition.

4. TARGET FEES

Every club member MUST pay a rolling Target fee, to enable the regular expenses and upkeep of the club, and maintain the smooth running of every club meeting. It is Mandatory to pay either Monthly, by standing order, or annually, by bank transfer.

These fees will be set annually, determined and agreed at the AGM, or potentially an EGM called for this specific purpose.

The Coaching Team are given a voluntary 50% dispensation from these fees due to their time for shooting being diminished by the time dedicated to coaching duties.

5. FINANCIAL HARDSHIP

The club and the committee are aware of the potential pressures of finding these regular payments. Being a community-based club, we are aware that individuals may find these payments difficult. We ask that this matter is brought to an executive Committee Officers attention and a suitable solution will be offered. This can be regarding Membership or Target Fees only, AGB affiliations are mandatory.

GRIFFIN ARCHERS

At all times, any individual members confidentiality will be maintained under club and AGB confidentiality and GDPR regulations.

6. EXECUTIVE OFFICERS OF THE CLUB

Officers of the club MUST have current and appropriate club membership. The following Committee Officers are required under the constitution for the running of the club and for affiliation to Archery GB:-

- Chair
- Secretary
- Treasurer
- Vice-Chair
- **Safeguarding and Welfare Lead Officer**

Other Non-executive Committee Officers will consist of a minimum of three members and a maximum of eleven members who, together with assistance or advice from the Executive Committee Officers, will be responsible for carrying out the roles of the following posts: -

- Head Coach /Coaching Coordinator
- Records Officer
- Junior Representative (Person over 18 to liaise with and represent all junior members)
- Website Admin
- Social Media and Publicity Officer
- Tournament Officer
- Equipment Team Lead
- **Funding, Planning and Club Development**
- **Bray/RFP Liaison including H & S**
- **Committee member**

Some of these posts may remain vacant if deemed necessary with the exception of Safeguarding Officer and Head Coach. Wherever necessary roles may be combined.

The club recognises that committee officer roles require an amount of specific experience to carry out.

For this reason, no time limit is placed on any committee position currently

All Officers (Executive and Non-executive) will be elected annually at the Annual General Meeting. All officers will retire each year but will remain eligible for re-election.

The club does want ALL members to be eligible for ALL committee roles. This results in election or re-appointment of the committee every year through the recognised AGM process. Members under 18yrs can be elected to the committee, they must have an appropriate adult with them during committee meetings and discussions.

7. CLUB COMMITTEE AND CLUB MANAGEMENT

The club will be managed through the Club Committee elected annually at the AGM and consisting of the above Officers of the Club. The Club Committee will provide a forum for honest and open discussion among the

GRIFFIN ARCHERS

members, without personal attacks being made or any offence being taken. The Chair (or another committee member present) will remind members of this if necessary.

All members of the club are invited to bring any concerns or queries to the attention of the Club Committee. This will then be placed on the agenda and discussed at the next scheduled committee meeting or a specific Club Committee meeting will be called where necessary.

A meeting of the Club Committee will be convened by notice from the Secretary or Chairman in agreement with all other Executive Committee Officers and giving a minimum of 10 days clear notice to all Club Committee Officers wherever possible. The Club Committee will meet a minimum of twice during the club's financial year.

All Committee members will have the right to vote at Committee Meetings on items within the agenda of the meeting, with the Chair having the casting vote in the event of a hung committee.

GENERAL MANAGEMENT

Day to day management of the club and decisions that affect club matters can be made at the time of them occurring by minimum 2 committee members, one of whom must be an executive officer. This means that all essential decisions regarding the smooth running of the club, its finances or its membership can be dealt with under the management of the Executive Committee Officers, being the Chair, Secretary and Treasurer. These decisions will be considered binding and will be documented and available with all committee minutes to all committee and club members. Therefore, Executive Officers will continue to make general day-to-day decisions, as and when necessary, with knowledge and agreement of minimum one other committee member.

Discussions will be encouraged and any that affect the entire club will affect the calling of either a committee meeting or EGM.

Expected Conduct at Club Committee Meetings;

- Club Committee Officers (Executive and Non-executive) are expected to respect each other and behave in a positive, cooperative and sporting manner. They agree to be bound by Archery GB Code of Conduct for Coaches, Leaders and Officials.
- If a meeting takes place where alcoholic beverages are available, the committee will refrain from excessive consumption prior to and during the Committee Meeting. Any signs of intoxication will result in the committee officer being excluded from decision making with the ultimate sanction of the officer being requested to leave the meeting (it being so noted in the minutes of the meeting).
- Any items for discussion on the agenda must be open to potential debate. This means that Club Committee Members should feel they can bring all matters to the table.
- Any aggression, insults or bad language will not be tolerated and those involved in the instigation of this will be requested by the chair to both apologise immediately and thereafter refrain from such behaviour or be requested to leave the Committee Meeting and excluded from future Club Committee Meetings unless a solution can be agreed between all parties involved.

Any resulting conflict between Committee Officers that has resulted in confrontation, aggressive language or behaviour should be dealt with outside of the meeting environment. The Chair should make themselves available for mediation between officers in a private discussion.

If a club member has a concern about the behaviour of a committee or club member, but does not wish to invoke disciplinary action, then this should be reported to the Chair of the Club Committee. It is then up to the

GRIFFIN ARCHERS

Chair to record and take appropriate action. Where necessary the Chair should consult appropriate governing bodies for advice and seek any potential reconciliation.

COMMITTEE RESPONSIBILITIES

The Committee will ensure the club runs under its agreed constitution, abiding by all current Policies, procedures and ensure the club runs including current Safeguarding and UK GDPR regulations. The Club Committee will be responsible for adopting new policy, codes of conduct and rules in accordance with Archery GB rules and regulations that affect the organisation of the club.

The Club Committee will have the powers to appoint sub-committees as necessary and appoint advisers to the Club Committee as necessary to fulfil its business.

Volunteers, work parties and sub-committees will be supported by the Committee and will work under the same rules and regulations as stated for committee members.

The Club Chair with the assistance of the Safeguarding and Welfare Lead Officer and the Committee will ultimately be responsible for arranging disciplinary hearings of club members who infringe the Club Constitution. The Club Committee will conduct or arrange for such disciplinary hearing to be carried out in accordance with Archery GB Disciplinary rules, procedures and policies.

8. FINANCE

All Club monies will be banked in an account held in the name of the Club. The Club Treasurer will be responsible for the finances of the Club.

The financial year of the club will end on 31st December of each year.

An audited statement of annual accounts will be presented to the members by the Treasurer at the Annual General Meeting.

An up-to-date account of current financial position of the club will be made available to all committee members at committee meetings showing detailed incoming finances and outgoing expenditure since the previous meeting together with current balances held in all club accounts.

Any cheques drawn against Club funds should hold the signature of either the Treasurer or other Executive or Non-executive officer agreed by the Club Committee for the purposes of signing cheques and in accordance with regulations of the bank holding the club funds. A minimum of two signatories to the bank account should authorise payment on a 'payment requisition form' prior to issue of any cheque or payment.

Any proposed expenditure on a project that would total in excess of £50.00 should be agreed at a Club Committee Meeting prior to the expenditure of the monies. The exception would be monies due under legal or financial obligation and agreed under Ad hoc Quorum decisions.

Expenses Remuneration. All roles assigned to or carried out by members or officers of the Club will be carried out on a voluntary basis only. Committee Officers and members will not receive any remuneration, other than reasonable expenses, for carrying out the roles to which they have been elected or had official duties assigned to them on behalf of the club. Only those expenses that have been agreed at a full committee meeting will be permitted. Proof of purchases, receipts and paperwork will be required.

GRIFFIN ARCHERS

9. ANNUAL GENERAL MEETINGS

The club AGM will normally be held during the month of November.

Notice of the Annual General Meeting (AGM) will be given by the Secretary giving not less than 28 clear days' notice to all club members.

All club members have the right to vote at AGM's and EGM's.

The quorum for business to take place within the AGM or EGM will be 25% of the club membership.

The AGM will:-

- Receive reports from Club Committee Officers.
- Receive a statement of the audited annual accounts from Treasurer.
- Carry out the election of Executive and Non-Executive Committee Officers for the following year.
- Discuss any other business as proposed by the outgoing Club Committee.
- Take motions from the floor for discussion at the next Club Committee Meeting.

Nominations for Executive and Non-Executive Officers of the Club Committee should be sent to the Secretary as stated on the Notice of AGM prior to the AGM. Any nominated member must have given their agreement to stand for the post, the nomination should also provide the name of the Seconder. If no nominations have been received the Executive Officers, may accept nomination from the floor of the AGM. A list of existing nominees will be available from the Secretary days prior to the AGM.

Extraordinary General Meeting (EGM) may be called by the Club Committee or Chair for the express purpose of putting motions to the membership for decision. Members may request an EGM by giving notice to the Club Committee containing the motion to be put to the meeting and countersigned by 15% of the membership of the Club.

Only such motion/s submitted and items placed on the agenda by the Club Committee may be discussed at the EGM. Procedures for EGM will be the same in respect of voting rights and notice period for calling an AGM.

An email, electronic or postal voting system will be made available for non-attenders.

10. CODE OF CONDUCT

The club and its members have agreed to follow the Archery GB "CODE OF CONDUCT" for Adults and Juniors (as appropriate);

- This means that the use of intoxicating substances (such as drugs or alcohol) will NOT be permitted during or prior to shooting.
- All person's present will be suitably aware of club safety procedures.
- All person's present will be protected by the clubs Child Protection and Safeguarding Policy
- All juniors and vulnerable adults will have a suitable parent, carer or advocate present whilst attending club nights and events.

The club has its own Code of Conduct that ALL MEMBERS should abide by, this is in addition to the overarching umbrella of the AGB Code of Conduct. This is available on the Griffin Archers

10a. CODE OF CONDUCT/EXPECTED BEHAVIOUR

GRIFFIN ARCHERS

Our home range and indoor centre is based on Rockingham Forest Park hereafter known as “the Park”) a public holiday park that has a regular number of visiting people and their dogs. There are also members of RFP or Bray Solutions staff on site.

- The club expects that members extend the respect and courtesy of our “expected behaviours” to include the holiday park, its staff and visitors.
- The members will respect the park environment, remain aware of park restrictions and follow any requests that are reasonable.
- If there is a specific event or reason, on the park then the club and the membership will act accordingly
- Club members will remember that families are around on the park and keep their language and actions appropriate for this
- Club safeguarding also extends to provide a “safe” environment for the park, its staff and its visitors.
- The Clubs Code of Conduct, Constitution and policies will all incorporate appropriate behaviour on the park
- Any member who causes the park, or a representative of them, to bring an issue to the club will face disciplinary procedures as per club policy.

Griffin Archers expect to continue a positive and pro-active relationship with Bray Solutions and Rockingham Forest Park. This will ensure that our lines of communication remain open, our members understand and respect the park, and our partnership will flourish.

11. DISCIPLINE AND APPEALS

All disciplinary, safeguarding, child protection and poor practice concerns should follow the Archery GB Case Management Referral Panel guidelines which are available under Documents/Governance from the Archery GB website.

All safeguarding issues relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults. The Club Safeguarding Officer is the lead contact for all Club members in the event of any child protection concerns.

All formal complaints regarding the behaviour of a member or members should be submitted in writing to the Secretary or Chair. The Chair of the Club Committee will convene and chair a panel of three independent individuals (which can, if appropriate, be made up of committee members not involved with the complaint) who will meet to hear complaints within 21 days of a complaint being lodged. The result and recommendations from the panel will be reported to the Club Committee which has the power to take any appropriate disciplinary action not excluding the termination of membership from the club. *[A club can not terminate the Archery GB membership of individuals.]*

Where a possible conflict of interests might occur the Chair is duty bound to seek appropriate advice from the Chairs’ of County (CAA) or Regional (SCAS) Associations or ultimately from Membership Services of our governing body, Archery GB.

GRIFFIN ARCHERS

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member/s against whom the complaint was made within 7 days of the hearing. There will be the right of appeal to the Secretary or Chair of the Club following the outcome of any disciplinary action being announced. In the event of an appeal against the decision of the Committee, the Chairman of the County Committee shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club may sit on this panel.

12. PRIVACY POLICY

The club and its members agree to follow the Griffin Archers Privacy Policy and accept that this is in addition to the policy of Archery GB. Griffin Archers take the protection of the data that we hold about you its members seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current and future UK data protection legislation.

Please read the full Privacy Policy carefully to see how The Club will treat the personal information that you provide to us. We will take all reasonable care to keep your information secure and to prevent any unauthorised access.

The Club will keep collected information secure by lock or encryption, dependent on which is most appropriate. This also includes all coaching records, emergency contact details and specific health information.

13. EQUALITY POLICY

The Club and its members agree to follow the Griffin Archers Equality Policy, and accept that this is in addition to the policy of Archery GB. Please read the full Equality Policy to see how The Club will ensure that equality, inclusion and safeguarding are maintained in line with Archery GB Equality Notice and current UK legislation.

14. EQUIPMENT

Carbon Arrows pose a real hazard if left on the range at the end of a shooting session due to loss or archers error. They have a tendency to shatter rather than break when stressed

In light of these continuing difficulties the club has decided that pure carbon arrows will not be allowed on the outdoor range.

This does not affect hybrid carbon/aluminium arrows or aluminium arrows.

PERSONAL AND CLUB EQUIPMENT: The club places the responsibility for this on the individual archer first and foremost. It states that it remains individual members responsibility to ensure all their equipment is removed from the range after shooting. That is any arrow or item of equipment. This includes lost arrows. It is also the archer's responsibility to inform the line captain and the keyholders/committee if they have to leave the range without an arrow. This will result in following the Lost Arrows Protocol.

During Tasters and Beginners sessions the coaching team will count arrows in and out, and take personal responsibility for finding any lost items.

LOST ARROW PROTOCOL: This is available to ALL Club Members and Visiting Archers, it can be found in the "Signing in Book", on the "Line Captains Table" (with the Line Captain) or on the "Clubs website."

15. INFORMATION STORAGE, DIGITAL STORAGE and PROTECTION OF PERSONAL INFORMATION

All information requested from members and/or visitors to the club will only be stored and kept when necessary. The Executive Officers will adhere to GDPR guidelines and ensure that all Griffin Archers paperwork, terms, conditions and policies are up suitably protected and secured.

GRIFFIN ARCHERS

16. DATA INFORMATION STORAGE AND THE RIGHT TO DELETE

All personal information will be kept securely by a Club Committee member, either in a locked file or on an encrypted device. All Data will be password protected and only used for the purpose its collection was intended. This Data will then be destroyed, deleted or erased after a 24 month period when members leave the Club, or it will be deleted instantly if details are updated or circumstances change.

17. INFORMATION SHARING

All members will be required to give permissions for every potential aspect of information sharing. Affiliating with Archery GB, CAA and SCAS will constitute agreement to share agreed personal information with these bodies. This will be regulated by their policies.

12monthly updates will be required by all members to confirm their agreement that the information held is correct, up to date and the options for sharing this will be clearly defined and agreed.

Information, such as emergency contacts and/or known medical conditions will also be subject to annual renewal and confirmation of information sharing.

The Club Secretary and other executive officers will NOT publish any personal details in any electronic or paper document without the members specific consent.

All club email information will be sent with email addresses as BCC. There will be an option to opt out of receiving this information.

18. COVID 19 response and Infectious Disease ongoing protocols

The club safeguarding officer will ensure that all AGB and Government guidelines are adhered to. Clear instructions and information will be provided for all attendees and members. Hand sanitisers will be made available. The committee remain responsible to carry out appropriate and recommended cleaning of equipment before and after shooting. The safety and welfare of all our members remains priority.

19. EQUIPMENT

This club accepts the use of Recurve, Compound and Longbows but does not accept the use of any form of crossbows within the club or on any Griffin Archers site. The use of aluminium, composite aluminium/carbon and wooden shafted arrows is acceptable. Pure carbon arrows are allowed indoors but not outdoors unless permission is given by the Line Captain. Fibreglass arrows are NOT allowed to be shot in club or on any Griffin Archers site at all.

20. DISSOLUTION

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

In the event of dissolution, any remaining assets of the Club that remains after debts have been cleared will be sold and the proceeds divided equally between the membership. Items that are purchased through monies acquired by specific Grant or Bursary will be returned to CAA for return or distribution to other clubs.

21. AMENDMENTS TO THE CONSTITUTION

This constitution will only be changed through agreement by majority vote at an AGM or EGM.

Signed: John Searle Club Chair Date: 17 Nov 2024

Signed: Dianne Searle Club Secretary Date: 17 Nov 2024