



THE GRAND NATIONAL ARCHERY SOCIETY

NOTES FOR ARCHERY CLUB SECRETARIES

Published by The Grand National Archery Society
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Chris Carroll – 1st February 2001

Notes for Archery Club Secretaries

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1 Introduction

”And so while the great ones repair to their dinner,
The Secretary stays, growing thinner and thinner,
Racking his brains to record and report
What he thinks they will think that they ought to have thought”

Sir Arthur Bryant – The Turn of the Tide

There is a great deal more to being a good club Secretary than keeping the minutes of club meetings, important a job though that is. What to do and when to do it; keeping the club on the straight and narrow; answering questions about constitutional matters. It can appear a daunting task.

The Grand National Archery Society (GNAS) has prepared the notes that follow to give guidance and make your task easier. The notes are aimed initially at new secretaries, but we think that all club secretaries will find them helpful from time to time. If, in spite of our best efforts you find there are things that we have not explained to your satisfaction, there are lots of other sources of help: your fellow club secretaries, the County Secretary, the Regional Secretary and of course you must feel free to get in touch with the GNAS office using the address details inside the front cover.

We shall be adding to and amending the material in this booklet from time to time. We hope, that as your experience grows, you will feel able to contribute material that will be helpful to those that follow.

Enjoy your period of office and do let us know of any additions and amendments to these notes that you would find useful.

David Sherratt
Chief Executive – GNAS
February 1st 2001

2 Authorities

The authoritative documents used in compiling these notes are:

- 2.1 The Memorandum and Articles of Association and the Laws of the Grand National Archery Society, adopted in April 2000 and reprinted in May 2000.
- 2.2 The Rules of Shooting of the Grand National Archery Society as revised at April 2000.
- 2.3 The Constitution and Rules of the Fédération Internationale de Tir à l'Arc as amended at the FITA Congress of 1999 and issued with effect from January 2000.

3 Getting the club started.

Starting a new club and getting it affiliated to the Grand National Archery Society requires a minimum of three individuals who are already members, or are willing to become members, of GNAS.

Your start up needs some formality in order to ensure safety and to secure public liability insurance. An essential requirement is a constitution that binds members to a safe and responsible code of behaviour.

Your first step therefore, must be to prepare a constitution and to bring together those who will be the initial members of the club to approve and agree that constitution.

Your local County Association will be able to assist with this process and will want to approve your constitution to ensure that it does not conflict with the GNAS Memorandum and Articles of Association, nor with the local County and Regional arrangements.

3.1 Constitution

Your club is entirely free to create a constitution that suits its own needs, providing always that the content of the constitution must not conflict with the Memorandum and Articles of GNAS and should support the aims and objectives of the County and Regional societies to which you will affiliate.

To help clubs get started, we have provided a specimen constitution at page 24 but we would strongly advise you to obtain copies of the constitutions of some well established local clubs and to talk to those clubs and your local County Association before finally making a decision about the detailed content of the constitution for your club.

3.2 Juniors & Junior clubs

The model constitution at page 24 mentions junior archers and you should be clearly aware of the responsibilities of your club in regard to juniors. There is specific legislation (The Children Act 1989 and The Care Standards Act 2000) of which you should be aware and in January 1998, the GNAS National Junior Committee published the booklet “Guidelines for Juniors”. You may obtain a copy of this booklet from the GNAS office.

These notes do not replace either the GNAS Guidelines or the appropriate legislation, but for the security and safety of all your members you should be guided by the GNAS Junior Committee booklet dealing with juniors and recognise that the safest course of all is not to recruit juniors below the age of eight and to insist always on the presence of a parent or legal guardian for all children under 16.

Local authorities and others may operate their own system of requirements in respect of juniors and their requirements may be more onerous than those established in national legislation. These requirements may affect you if you want to hire a hall or other venue from you local authority and you must therefore establish locally what the rules are.

The GNAS Laws allow the setting up of Junior Clubs on the payment of a single club affiliation fee and if your club has more than a handful of junior members, you may wish to consider this option. You may include up to two adults in the junior club affiliation without additional charge and for the purpose of administering the junior club, but if these adults wish to shoot outside the junior club they will need to take out a full personal GNAS affiliation.

It is vital to remember that whenever junior archers are shooting, individually or in groups, a GNAS-affiliated adult member must supervise them and that, unless a parent or guardian appointed by the parent is there, a second adult must also be present.

3.3 Shooting facilities

No archery club can exist without a place to shoot and it is unlikely that you will have taken the constitutional steps set out above without having at least explored the availability of an outdoor range or an indoor range, or both. The options available will depend upon the kind of archery that you are contemplating. The majority of clubs start with target archery but some go directly into the field discipline.

Safety is of the essence and no matter where you go to shoot you must abide by the GNAS Rules of Shooting. You can obtain a copy of these Rules from the GNAS office and it will be possible to borrow a set initially from your local County Association.

The Rules will guide you as to the space required and in particular the safe distances that must be allowed for over-shooting and they will give you clear guidance as to the exclusion of the public from the field and the distances at which safety boundaries must be set.

Adherence to the Rules of Shooting is a key element in the Public Liability Insurance provided by the GNAS and the emphasis on safety and the availability of insurance will be of great assistance in negotiating the use of a suitable venue.

To accommodate a largish archery event today, would need a target archery field in excess of 200 metres square. Very few clubs would aspire to this initially, if at all. It is more usual to look for a moderate sized ground for club use and to hire a larger field as necessary for bigger events.

The field chosen should be substantially flat, though some slope and undulation can be tolerated. It should be well drained and with a surface firm enough to withstand "traffic" but soft enough to accommodate without damage any arrows that miss the target. A well-mowed grass surface is ideal.

The direction of shooting should ideally be towards the north or north-east and you need to give attention to factors such as secure fencing (to keep out the public while you are shooting); boundary hedges (to reduce the effect of the wind); access (especially remembering that archery is practiced by many people with physical disabilities) and parking; the proximity of toilet facilities; secure storage (robberies from unattended buildings on isolated fields are common) and simple catering facilities (for a brew up on club night and to be able to entertain visiting clubs).

The rounds that you intend to shoot dictate the length of field required. The "normal" target archery rounds require a distance of 150 yards from the shooting line to the farthest overshoot distance beyond the targets. Allowing at least 15 yards behind the shooting line to accommodate archers and spectators requires a very minimum length of 165 yards.

The field width is dependent upon the number of archers shooting together and the distance between target bosses. The minimum distance allowed between boss centres in the GNAS Rules of Shooting is 2.5 metres. A safety zone must extend 20 metres beyond each end of the target line and so, for a single target we require a field width of 42.5 metres to which must be added 2.5 metres for each additional target. i.e. ten targets, enough for forty archers at two per target shooting in two details, requires a minimum width of 65 metres.

Setting up a field archery course is beyond the scope of this simple booklet. It is possible to set up some limited field facilities in almost any area, but a full field course may require some 10 to 14 acres and great care is required in setting out the course to ensure that it is safe for the archers, for spectators and for the general public.

When shooting indoors, similar general safety principles apply but in addition you must remember that an arrow that misses a target is likely to damage the building structure and so some system of protection, usually a closely woven catch net, must be provided behind the targets.

You must ensure that a competent archer leads initial club sessions and if you have no experienced people in your start-up group then ask your local County Association for help.

Having secured your shooting grounds (outdoor and indoor) you should record the details in the club minute book giving the addresses of the grounds and details of the hirers or landlords and the agreements covering your use of the grounds. You should also enter details of club target days.

3.4 Where to go for advice

Your local County Association has already been mentioned several times. The officers of the Association will be able to explain many things and be of practical help in ensuring that your ground is safe, in giving introductions to other local clubs, in pointing you towards used target equipment etc that can tide you over your first beginnings and generally in providing an existing, competent network of help.

Your local authority will probably have a Sports Development Officer who may be able to assist in getting the club started and in particular in providing introductions to sports centres, schools and other venues at which you may be able to shoot.

Your local Sports Advisory Council may also be able to assist. (See paragraph 7.5 on page 22)

4 Running the club

There are many successful ways of running an archery club and if you are inexperienced, you should visit a few local clubs and talk to them about how they do it.

Most clubs will be able to shoot only at fixed times, but even those that have unlimited access to their ground and can shoot whenever they wish, usually designate certain times as club "meeting times".

The times set should be long enough to shoot at least a short "round" and it is important to publicise these times and any programme of events or activities that will take place. In this way archers who wish to shoot "casually" to tune a bow or some such, will be warned that they will need to match their activity to that of the club at this particular time.

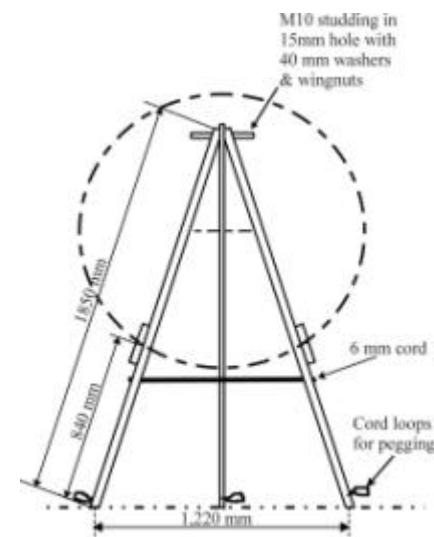
Casual practice may provide incentive enough in the beginning, but for most people it will soon lose its appeal and a good club will provide a programme that creates interest and provides opportunity for the development of skills.

4.1 Acquiring equipment

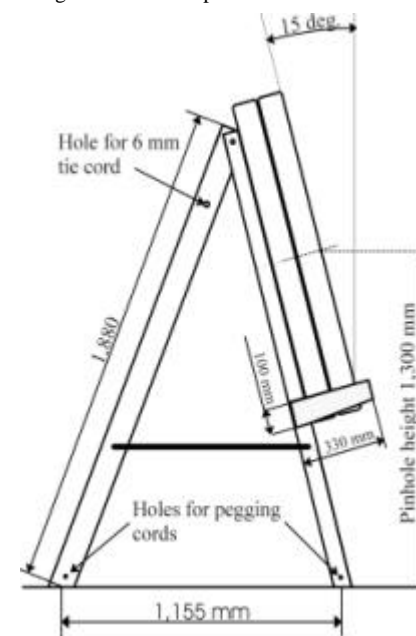
The range of equipment used by a successful archery club can be quite frightening when you consider the prospect of trying to get it all. However, in essence you need only a bow or two, a few arrows and a target to shoot at. Add a bracer and a finger tab for comfort and who could want more? (Just about everyone actually!)

Whatever equipment you are buying initially, consult someone with experience. There are plenty of lower priced practice bows and aluminium arrows in the archery catalogues but your new members should be discouraged from purchasing bows and arrows of their own until they have achieved reasonable competence using the club practice equipment. There is an excellent and detailed description of the various items of basic equipment required at Section 7 in the GNAS Coaching manual.

Target stands can be made, but they do need to be substantial since target bosses are getting heavier all the time. A simple do-it-yourself design is shown. It uses timber planed up to 60 mm x 40 mm for the front legs and 100 mm x 25 mm for the back leg. The only critical dimensions are the angle at which the target lies back (15 degrees) and the height to the pinhole (the centre of the target),



which should be 1,300 mm but has a tolerance of plus or minus 50 mm. You will find many variants on this design and you are advised to make one and satisfy yourself that it meets your needs before using it as a standard pattern.



Covering the front of the legs with some tough, elastic material will help to protect them from arrow damage and prolong their life. Old cycle tyres are popular for this.

The stand in the illustration is shown double bossed and it is worth making the boss supports long enough to do this since it allows worn bosses to be shot for longer. Adding a second boss increases the pin hole height by about 25 mm but some height adjustment can be achieved by moving the front legs closer together or further apart.

The stand is shown with a 6 mm cord restraining all three legs (polypropylene cord is entirely rot proof and lasts very well). Once you have set up the stand so that the target is at the right height and angle, thread the cord and tie knots by the legs so that it is easy to return to the same setting when next used.

There is also provision for cord loops at the foot of each leg to allow it to be pegged down securely when shooting outdoors. Finally, there is a hole towards the top of the back leg for a guy-rope.

Do not forget to secure the boss (or bosses) to the stand before shooting. Provision for this can be made by pushing string loops through the boss at points opposite the legs. You will need a heavy-duty bodkin that will stand up to being driven through the boss with a mallet.

When shooting indoors, the restraining cord will serve quite well to stop the legs from spreading, but a wooden triangle laid on the floor with all three legs inside it is better.

You may be able to purchase a few second hand bosses from a neighbouring club or your county association. A used boss that is no longer good enough to use at a tournament will give decent service to beginners shooting relatively low weight bows and may in any case be significantly damaged only in the centre.

4.2 Creating archery skills.

Clubs are often started by a few people who are already skilled in archery, but if you have no people of this kind at your start-up, then your County Association will be able to assist you to find the qualified Leaders and Coaches that you need initially to teach basic archery skills. Once the club has become self-sustaining, you will want to create some Leaders and Coaches of your own. The County Coaching organisation will be able to identify any courses that are running in your county or, through the Regional Coaching organisation,

put you in touch with neighbouring counties that have suitable courses. You should also look at the programmes being run near to you by the National Coaching Foundation (See paragraph 6.3 on page 21). They have many specialised modular coaching units that will help you in preparing to help e.g. people with disabilities.

4.3 Providing continuing development and interest for new archers.

New archers will start by shooting at short distances, but as their skills and ambitions develop they will want to stretch themselves and move to longer distances. Enabling this to happen in a controlled way will maintain interest and avoid the despondency that can result from setting up a target boss at too long a distance and missing it continually. Many clubs operate improvement schemes that depend upon the archer being encouraged to reach a certain score at a short distance before moving on to the next longer distance. 200 points with 36 arrows on a 122cm ten-zone face is a very suitable attainment. Start at 10 metres and move up 10 metres every time the target of 200 points with 36 arrows is reached. Put up an attainment list on the club notice board to provide even more incentive. If archers move through this regime until they can achieve the score at 90 metres then their handicap will have gone below 40 and they will be capable of fair results in competitive tournaments.

4.4 Provide club competitions.

Run regular club competitions based upon "proper" archery rounds. There are enough different rounds of all sorts of distances and numbers of arrows shot, to enable the club to run one every weekend through the summer if it wishes without repeating itself. One of the great strengths of many of the GNAS rounds is that they provide for archers of differing capabilities to shoot variants of the round at different distances. Visit a few local clubs and see how they do it. It is not difficult to organise a round on a "club" basis and it serves to get newer archers into the routines that they need to follow when they go to open shoots.

4.5 Encourage members to enter external shoots

One of the most pleasurable aspects of archery is the visit to another club to shoot an "open" round against all comers. First thoughts about doing this however can be very daunting. Help your new archers to take the first hesitant steps into open competitions by assisting them with the entry form.

Take them along as part of a club group and give them support before the start and during breaks.

4.6 Enter postal "league" competitions

You will find postal "league" competitions advertised, in which you can enter club teams to shoot against other club teams of similar capability. The events are conducted over a period of weeks; your results are posted to the organiser who in turn publishes regular results tables. League "champions" are awarded with badges and other prizes at the end of the series.

4.7 Organise "open" shoots

Later you will want to organise open shoots of your own and eventually move on to run shoots with record status and world record status. All the information that you need is available in the Rules of Shooting, in the FITA Constitution and Rules and in the Tournament Organisers information pack available from GNAS. To gain experience of tournament organisation, offer to help with events being run in your county. Assistance is always required and there is nothing like actually doing something under someone else's wing to give you the confidence to do it yourself.

4.8 Organise "friendlies"

Look for local clubs and organise friendly matches with them. You can do it on a handicap basis to even out the differences of capability. Organise some social aspects, a barbecue or a plated tea at the end of the shoot and do it on a home and away basis.

4.9 Organise social events

Most clubs find that they are helped to develop and grow if they provide some social activities in addition to the normal archery programme. That is not to say that social events cannot have some archery content. A Christmas or summer-end fun shoot with prizes for fancy dress and decorated bows can be a good opportunity to present club prizes and awards and to bring into the circle family members who are not archers. But there are many other ways of fostering friendships within the club that should not be forgotten.

4.10 Clothing

Encouraging members to wear club uniform can foster club spirit. Standard GNAS dress is described in the Rules of Shooting and when your members enter record status tournaments, they will be required to comply with the GNAS dress code. A number of commercial companies manufacture garments such as polo shirts, sweat shirts, sweaters

and track bottoms that meet the GNAS rules and on which your club name and a standard archery logo or a specially designed club logo can be printed or embroidered. Other local clubs will have contacts with these suppliers or they can be found from trade registers or the Internet.

4.11 Setting up and putting away

Not many clubs are lucky enough to be able to leave target equipment set up permanently and it is important to agree a system for putting up target stands, bosses and target faces etc. and for putting them away afterwards.

Few things cause more irritation in a club than the archer who always arrives just after setting up is finished and departs just before putting away starts.

New members need to be acquainted with the conventions on such matters; they should not be left just to find out about it. In particular they must be taught how to erect the equipment safely and how to secure it so that it remains stable, even in a strong wind.

4.12 Club rules

Arrangements for setting up and putting away are just one example of the many things that can become part of the club rules.

Club rules will depend upon local conditions and might include things like erecting safety boundaries and posting warning flags and even maybe look outs if there is a public right of way involved. They will include dealing with lost arrows, the control of shooting and so on.

The rules can usefully be incorporated into a leaflet or booklet so that they can be issued to all members of the club (particularly new joiners) and posted on the notice board.

You will find a fairly typical club information booklet at Appendix 2 on page 30 and we are very grateful to the Clophill Club in Bedfordshire for permission to reproduce its content.

4.13 Notice Board

The club notice board is an important source of information and an effort should be made to create one early and get people used to using it. If your shooting facilities do not allow for a permanent notice board then a hinged, folding board that is self standing and contains all the papers inside it when it is closed is a very useful piece of kit.

4.14 Club News

Once the club is established, it is a good idea to print a regular news sheet giving details of club and other events, recording any achievements – handicaps, classifications etc. and to keep the most recent copy visible on the notice board. The sheet need only be very simple to start with. One sheet of A4 may be adequate. The key thing is to find a volunteer willing to take the responsibility to produce the sheet on a regular date. Content for the news-sheet will not write itself and depending upon club members to produce articles can be very frustrating, so you must find someone willing to dig out the required information. You may wish to limit the issue of the Club News to manual distribution on club nights, or to encourage members to supply a stamped addressed envelope if they want a copy mailed. The popularity and availability of email also make this an increasingly valuable method of distribution.

4.15 Handicaps.

GNAS scoring systems allow for every archer to have a handicap rating and you need to collect scores for this purpose just as soon as club members start to shoot recognisable rounds. The system is explained in detail in the GNAS Rules of Shooting. The handicap system allows archers of varying levels of ability to compete with each other on an equal footing in handicap events and provides an objective measure of the improvement of the performance of individuals.

Once the club is established you will want to appoint a Records Officer to look after handicaps and other score based issues, but initially the job may need to be done by the Secretary.

You may apply to GNAS for the issue of a handicap improvement medal. This is a medal that is loaned to the club, but continues to belong to GNAS. It is awarded each year to the archer achieving the greatest improvement in handicap rating. Details of the winner, including name and address and old and new handicap ratings should be sent to the GNAS office and will be published in Archery UK. (See paragraph 5.7.2 on page 16)

4.16 Classifications.

Running alongside the handicap scheme is a structure of classifications that enables every archer to receive regular recognition of improvement in performance. The arrangements are described in detail in the Classification Scheme section of the Rules of Shooting and cover Target Archery, Field Archery, Flight Shooting and Crossbow shooting.

The scheme is mostly in your hands and badges for 3rd Class, 2nd Class, 1st Class and Bowman classifications are awarded at club level. Scores for the achievement of the Target Archery classifications can be shot on club target days or at any open tournament. You can obtain the necessary badges from many archery retailers. Classification requirements for Target, Field, Flight and Crossbow shooting are described in detail in the Rules of Shooting.

Applications for Junior Master Bowman, Master Bowman and Grand Master Bowman classifications must be made to GNAS on forms that can be obtained from the GNAS office. There are limitations on the circumstances under which rounds qualifying for these higher classifications can be shot. In the case of the Junior Master Bowman, some of the rounds may be shot on club target days but it will be necessary for you, as club secretary, to certify that the required conditions were met.

There is a separate classification system for indoor shooting, also described in the Rules of Shooting, but it does not entail badges or other awards.

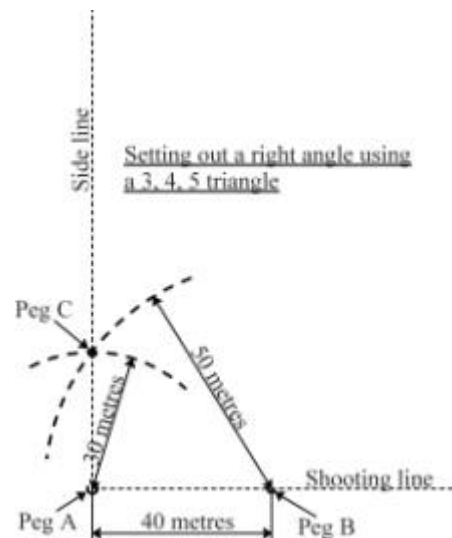
4.17 Field marking and maintenance

The arrangements for maintaining your outdoor ground will depend upon the agreement that you have for the use of the field and how it is used when you are not occupying it. There are too many possible variants to cover here, but it is important to be clear about what is expected of you and what is allowed by your agreement.

Rules on the use of fencing materials and on the use of materials for line marking can be the subject of strict legislation and you need to talk very carefully to your landlord before marking lines, erecting new boundary fences or other structures, removing trees or making any other modification to the ground. Even if you are not able to mark your field permanently, you may be able to drive in pegs at strategic points to make temporary arrangements simple to set up. Metal marker pegs can be found with a metal detector even if overgrown when you return to the field at the start of the season.

Setting out and measuring the ground requires only the simplest of equipment i.e. some stout cord and a tape measure. Try to choose a windless day to do the job because it is difficult to pull a long cord or tape measure straight in even a moderate wind. Corners can be squared using the properties of a 3, 4, 5 triangle as follows:

Decide how long you want your shooting line to be and set it out on a straight line using a length of cord and two pegs driven firmly into the ground.



Measure 40 metres along the line from the peg at the end of the line and drive in another peg. Call the peg on the end of the line A and the peg at the 40 metre mark B.

Measure off a cord of length 30 metres and another of length 50 metres, the length to include a loop on each end of the cord (or use two tape measures if you have them). You can adjust the length of the cords by making them a little long and then tying knots in them until they are the right length when extended and pulled tight.

Put the end loop of the shorter cord onto peg A and the end loop of the longer cord onto peg B. Put both remaining end loops onto a loose peg C and use it to pull both cords tight simultaneously. When both cords are as tight as possible, drive peg C into the ground.

The angle between pegs C, A and B is a right angle and you can now mark out one of the side lines of your shooting area by lining up on pegs A and C.

Do the same at the other end of the shooting line to make the other sideline. Measure along these sidelines to establish the ends of target lines at the various distances required.

Measure along the target lines to establish the positions of the centres of the target bosses and

measure along the shooting line to fix the corresponding shooting positions.

4.18 Dealing with beginners.

As a GNAS affiliated club you will receive enquiries from individuals who wish to take up archery as a recreation or sport, indeed the continuing life of the club will depend upon the way in which you deliberately set out to attract and retain new members.

Enquiries may come from a wide variety of sources and you are expected, as an affiliated club, to do your best to accommodate beginners. At the very least, if you are unable to help them directly, you should give them information to help them to find another club that can help. Your County Association will be able to help initially and until your club develops the competence needed to teach beginners.

GNAS has arranged for its insurance to cover beginners for the first six lessons that they receive at your club and they need not become GNAS members during this time. This means that you can run a course of up to six lessons for beginners, but if they wish to continue shooting after that, they must become affiliated to GNAS.

The lessons must be properly organised, the dates of the lessons and the names of the individuals receiving instruction must be entered into your minute book before the lessons commence and of course all shooting must comply with the GNAS Rules of Shooting.

4.19 Running "have-a-go" sessions etc.

You will receive invitations to run "taster" sessions for various organisations or to run "have-a-go" sessions at local fetes etc. Seeking such opportunities is one way of helping recruitment to your club. The key thing to remember is that safety is paramount and that the normal rules of shooting must be applied when you are judging whether the area identified for the event is suitable and safe. You can obtain a leaflet from the GNAS office that sets out the range requirements for running "have-a-go" sessions etc.

4.20 Club management

The major decisions on matters such as club dues, the election of the committee and the amendments to the club constitution will be taken at a general meeting where all members can vote.

The general management of the club, including ongoing decisions about expenditure, will be in the

hands of the committee mentioned in the model constitution at Appendix 1 on page 24.

Specific aspects of management from day-to-day will be in the hands of the officers of the club, of which the chief officer, from a legal point of view, is the Secretary.

4.20.1 Duties of the Secretary

The specific duties that you undertake for your club will depend upon what you agree to do.

Some clubs set out a standard “job description”, but others recognise that getting volunteers depends greatly on the ability to be flexible and to shape the job to suit the resources and capability of the individual.

Some secretaries do little more than convene committee meetings and produce the minutes of those meetings; others are the major driving force in their club. It is undoubtedly the job of a secretary to ensure that club records are kept and to guide the club on constitutional matters.

To help you in these tasks you need to have access to club, county and regional constitutions as well as the Memorandum and Articles of the GNAS, the GNAS Rules of Shooting and the FITA Constitution and Rules.

4.21 Club meetings.

A major part of the task of the club secretary is to convene club meetings, to issue agenda and to compile minutes.

A great deal has been written and said about convening and conducting meetings in organisations, ranging from the “ABC of Chairmanship” by Lord Citrine to the video “Meetings, Bloody Meetings” by John Cleese. There is far more ground than can be covered here but some fairly basic ideas are set out below.

At one end of the spectrum are meetings of a very formal nature that are called in accordance with rules specifically stated in the club constitution.

The best example of such a meeting is the club annual general meeting where the arrangements might be as follows:

4.21.1 Issue the Notice of the meeting

Issue the Notice of the meeting at a fixed interval (perhaps 21 days) before the date of the meeting.

4.21.2 Specify the business

Specify in the Notice all the business to be conducted at the meeting. (Only the business specified in the Notice will be allowed and the Club constitution will normally specify what this business is to be).

4.21.3 Specify the resolutions

Specify in the agenda all the resolutions to be proposed at the meeting – they will be concerned with things such as: reading the notice of the meeting; approval of the minutes of the previous meeting as a true record; adoption of the annual report of the committee; the auditors report; approval of the annual accounts; setting club subscription levels for the following year and the election of officers and officials.

4.21.4 Voting & ballots

All the resolutions will be the subject of a formal vote and it may be necessary to have arrangements for secret ballots with appointed tellers.

4.21.5 Officers hand-over

It is not a good idea to change officers in the middle of the meeting so you should ensure that your constitution specifies that new officers take post at the conclusion of the AGM.

Because this meeting is so formal, it is usual to have a much more relaxed discussion after its close, so that members can “get things off their chests” and the committee can talk informally about ideas for the future and so on. It is a good opportunity to present awards and issue medals and certificates and the inclusion of some “social” activity may increase the attendance at what can otherwise be a very brief and largely uninvolved meeting for most members.

You will find more details about running an AGM and committee meetings in the specimen club constitution at Appendix 1 on page 24.

Committee meetings normally have a lower level of formality and they may be convened at shorter notice, but there should still be proper agenda notified in writing in advance.

“Other business” can be introduced at the time of the meeting, but it is wise to ensure that this is notified only at the start of the meeting so that the Chairman may decide its appropriateness and enter it at a suitable point in the meeting. You should try not to let important matters requiring difficult decisions be introduced as “any other business”,

but should suggest that such an item be taken as notice for the following meeting.

“Matters arising from the minutes” will also be an item, but you need to control it very carefully if it is not to become a time wasting re-run of the previous meeting. You should be particularly wary of attempts to use “matters arising” to re-raise and reverse decisions made at the previous meeting.

You should encourage members of the committee who wish to enter business into the agenda to do so with adequate notice so that information can be given to other committee members in advance. Ask them to present their proposals with supporting information in such a way that the consequences can be seen clearly and informed decisions made.

If your club has a small executive group, its proceedings can be even more informal, but it must still have an agreed procedure and an effective method of recording and communicating its decisions.

4.22 Minutes.

Minutes can take a variety of forms and there is no absolute “right” way. Word-for-word records of what was said at a meeting are not usually very helpful but it is sometimes important to record the view of an individual and you need to make judgments about it.

Minutes that record only proposals and decisions can be very effective and satisfyingly brief, but they do not always cover all the ground. There may be information that it is important to record that does not require any kind of resolution.

The names of proposers and seconders and the number of votes cast for and against a resolution may be recorded, but it is not essential providing that an individual has the right to have his or her dissent from the majority decision recorded. There is a lot to be said for the principle of cabinet responsibility and the recording only of the final decision as the decision of the whole committee.

If in the course of a meeting a document is used and its content approved, it is important to append that document to the minutes so that the basis for the decision is clear and is properly recorded. This is particularly important with data such as club record scores.

Decisions that require action are not complete unless there is also agreement about how the action is to be achieved, so a good minute will not only

say what has to be done, but also who will be responsible for ensuring that it gets done.

Minutes need to be numbered for reference and one of the easier ways (providing that you do not meet more frequently than monthly) is to use the year and month of the meeting. Thus Minute 00/11/03 is minute number three at a meeting in November 2000. Placing the year and month before the minute number allows easier sorting by date in computerised records.

4.23 Informal business.

In many clubs, much effective business is done on an informal basis and one of the more difficult tasks of the Secretary is to ensure that this informal business is well conducted, properly recorded and not in contradiction of the club constitution.

The essential purposes of a meeting are to get business done, to make decisions, to allocate responsibilities for actions, to hear reports on actions in progress or completed etc. All of these things can be accomplished with few formal meetings if that is the style that suits your club.

The principles that apply to formal meetings also apply to informal business activity and can usually be applied directly. For example, the notice of the intention to hold a formal meeting must go to all those entitled to attend. Similarly, action taken to ‘phone around the members of the club committee to get a quick decision must include everyone entitled to attend a meeting. If there is any disagreement among those involved, that disagreement must be conveyed to everyone before a final decision is made.

There is a strong case for saying that decisions arrived at informally should only be acted on if there is unanimity and if it is clear that serious debate is not required.

When informal action of this kind is taken, it is important to ensure that the specific wording of the decision is written down and communicated to all those involved and that it is subsequently ratified and minuted at the next formal meeting of the committee.

There is a strong temptation for individuals, or small groups of members of a committee, particularly if they are the “founding fathers”, when placed in a position that they see as advantageous to the club, to make decisions on behalf of the club, without proper consultation. In theory, this is

always to be deprecated, but in practice it often happens and sometimes its effects are beneficial.

You cannot legislate absolutely about the relationships between the individuals who make up your club committee, who are strongly motivated and who have the best interests of the club at heart, but it is essential that these things are discussed openly and you must make the attempt to get roles defined and to get limits set for the guidance of individuals acting on behalf of the club. For example, you may not want to insist that the individual who cuts the grass on your field asks for permission to buy 5 litres of petrol, but would you want him to buy a new ride-on mower on the basis of an informal conversation with the Chairman?

4.24 Club Records

As the club secretary it is a clear part of your job to ensure that the club's records are well maintained. The more obvious elements of the records are the minute book, correspondence and the register of members, but there can be a wide range of other things, such as insurance policies, leasing or rental agreements, the trophy book, the club record scores book, bank accounts and so on.

As the club grows, some of the record keeping will pass to other officers; you would expect the bank accounts to be kept and maintained by the treasurer and records of the highest scores shot by club members in different rounds and bow styles to be kept by the Club Records Officer, who will also look after matters such as handicaps (paragraph 4.15) and classifications (4.16).

However, yours is the overall responsibility for ensuring that the record keeping is done, either by you or by inclusion in the task description of another club official. This is particularly important where there are legal implications (in regard to lease and rental agreements for example).

Among the record keeping requirements is that of ensuring that GNAS (and the County and Regional bodies) are informed and kept up-to-date about the details (name, address and telephone number) of the club Secretary. The GNAS identifies the club secretary as the formal representative of the club for a number of purposes, receiving official notices and voting at general meetings for example (see paragraph 5.7.5 on page 17) so it is important that it understands clearly who you are.

4.25 Data Protection.

It is unlikely that your club will need to register with the data registrar, even if your records are

computerised. Registration is not normally required where data processing is only for the purpose of establishing or maintaining membership or support for a body or association not established or conducted for profit, or providing or administering activities for individuals who are either members of the body or association or have regular contact with it. This exempt purpose is intended for small clubs, voluntary organisations, church administration and some charities.

You must however comply with the provisions of the 1998 Act even if you are exempt from notification. There are eight Data Protection Principles with which you must comply. In summary they require that data shall be: fairly and lawfully processed; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subjects' rights; secure; not transferred to countries outside the EEA without adequate protection.

The information set out above is given without prejudice and does not replace the authoritative information available from the office of the Data Protection Commissioner. Further information about compliance with the Data Protection Act 1998 can be obtained from the sources shown below and there is an interactive checklist on the website that you can use to self-assess whether you need to register.

Office of the Data Protection Commissioner
Wycliffe House, Water Lane, Wilmslow,
Cheshire SK9 5AF
Telephone: 01625 545 745
Fax: 01625 524 510
Email: mail@compliance.demon.co.uk
Internet: www.dataprotection.gov.uk

4.26 Completing affiliation forms

At the heart of the GNAS membership recording system is the affiliation form on which you register your members and record their affiliation fees.

The affiliation document is a multi-part, self-carboned form on which you enter the names of individuals when they first join your club, together with details of the payments that they are making. You can get extra copies of this form from your County Secretary and there is a box in the bottom right hand corner of the form to enable requests for more forms.

The back sheet of the set, coloured blue (or green if you are still using old stock), is for your use and should be retained by your club. In some clubs the

secretary retains this form, in others the treasurer keeps it.

Send the three remaining parts of the form (white, pink and yellow) to the County Secretary with the appropriate total payment. Cheques should always be made in favour of the County Association since the money will be passed through the County Association accounts.

The information on the form is used to update various records at County and Regional as well as National level. Most of the information required is self evident, but if you are unsure about any of it please talk initially to your County Secretary.

The GNAS office will supply your club reference number on receipt of your first affiliation form, which should be marked NEW.

You should check with the GNAS to ensure that the club name that you are proposing does not clash with an existing club name. It is helpful if you limit the club name that you propose to register with GNAS to a maximum of 25 characters, since this is the maximum size of the field allocated to club names in the GNAS computer database.

Most clubs are set up on an open basis but occasionally it is necessary to set up a closed club e.g. where membership is restricted to the employees of a particular company.

The blocks for information about the club secretary and details of shooting ranges are particularly important as an aid to keeping track of changes. You should not substitute the details of any other club official for the club secretary. This is important for constitutional reasons concerned with the casting of club votes at GNAS general meetings.

The date of birth entry for juniors is used to determine the date at which the junior will change to senior status. If you do not complete this entry then the junior will automatically be changed to a senior (and charged at the senior rate) at the next renewal, so it is important to complete it accurately.

In the columns headed GNAS – REGION – COUNTY, you should enter the sum of money due to GNAS, Region and County for each individual and complete and insert the total at the foot of each column. If you leave any of the individual spaces vacant or enter a zero into any of them please make it clear why you have made a "nil" entry. There are several reasons why a space may remain blank, but it is not always easy for the volunteers who process

the forms at County and Regional levels to know which of these reasons apply. For example, a person may be an individual member of the County, Regional or National body; may be an honorary member of one of them; may be transferring between clubs, counties or regions and have already paid the appropriate fee etc.

N.B. You should always return affiliation forms to the County, irrespective of the payments being made. The GNAS office cannot accept affiliation forms sent directly, other than from overseas clubs.

If your club has a separate junior club, i.e. a junior club with a separate GNAS registration number, please keep affiliations for the two clubs separate and do not enter junior and senior affiliations on the same form.

You should forward new member affiliation forms to the County as soon as possible in order that GNAS membership cards may be issued promptly. Membership cards will be sent directly to you from the GNAS office for distribution to your members. If one of your newly joined members wishes to enter a tournament before receiving a GNAS membership card, you may, providing that the affiliation has been forwarded to the County, endorse the entry form to show that the GNAS fee has been paid.

For existing members, you will receive an affiliation renewal form from the GNAS office just before their renewals are due. The form makes provision to delete members who are not renewing and you should make these deletions by drawing a line completely through the entry and recalculating the totals at the foot of the sheet. This form is a computer generated multi part document and you should retain the back sheet and return the top three copies to the County official identified at the head of the form. Please do not add the names of new members to this sheet but complete one of the multi colour "new member" affiliation forms described at the head of this section.

4.27 Members Register Update Form

When completing an affiliation form for a new member, you should also complete a Members Register – Update Form. This pink document includes full details of the address and postcode of the individual and is used for GNAS mailings to members. If the details on this form are not completed then the individual cannot receive GNAS mail. The Archery UK distribution database

operates from postcodes and so it is vital that the full postcode should always be included.

You may return this form directly to the GNAS office or send it to the County Secretary with the affiliation form. This form should also be used whenever you want to register changes of address for your members.

4.28 Affiliation year and fees

The GNAS affiliation year starts on October 1st and ends on September 30th of the following year.

The rates of affiliation fees that apply are decided by the members at the Annual General meeting (normally in April) each year and apply from the following October 1st. So you will know by the end of April what the fees for your members will be in the following year.

As a "once off" concession to new members who join late in the affiliation year, i.e. on or after May 1st, there is a period of "free" membership lasting until September 30th so that their first payment will be at the rate appropriate for the period starting on October 1st and will cover a full year from that date. I.e. a member joining on or after May 1st will pay at the rate decided at the AGM in the month before, but will make no more payments until October 1st of the following year.

When dealing with affiliations in the period May 1st to September 30th it is therefore important that you should complete the affiliation year dates at the head of the form accurately.

For example, a form received by the County during May, but dated for the following year will be recognised as applying to a new joiner and covering the period to the end of the following affiliation year. A form received by the County during May, but dated for the current year will be recognised as applying to an existing member who is renewing membership late and will cover only the current affiliation year.

It follows that during this period, you should not put new joiners and late-renewing existing members on the same form.

You can apply the concession for new joiners only once and you may not apply it to previous members who have allowed their membership to lapse and who wish to renew it.

You can use the concession to new joiners very effectively to encourage new members to join from

beginners' courses run at the start of the summer season.

The GNAS renewal date for affiliations is October 1st but the practicalities of passing forms and money through club, county and region mean that you need to start the processes of notice and collection well before this date. County constitutions will typically set a deadline that has been agreed with clubs for the receipt of affiliation renewal forms at County level.

The absolute fall back date that you must remember is October 31st. If your club has not renewed its affiliations by this date you will lose your affiliated status and will not be eligible to re-affiliate to GNAS until the following year without a special concession from the Board of Directors (this process may require a re-admission fee).

4.29 Financial matters

Unless your club is a limited liability company, the club officers and members are personally liable for the debts of the club and you need to remind officials and members about this from time to time. All the officers of the club have a duty of care in regard to financial matters and some of the more obvious financial issues are set out below.

4.29.1 Generating income

A new club has quite different financial problems than does a well-established club. It is much more seriously dependent upon income from subscriptions and usually has not acquired any of the capital equipment needed to run a club. While the cost of start-up can be reduced in several ways: by seeking grants; by using second hand equipment bought cheaply from other clubs etc, new club subscriptions almost always need to be higher than for an established club. One way of increasing initial income is to charge a significant shooting fee on every occasion that an individual shoots as well as an annual subscription. Once the club is reasonably established, other income can come from running open events etc and the shooting charge can be reduced, but initially, while the club needs to generate some funds quickly it must be the members that bear the brunt. Talk to other local clubs about their budgets and you will quickly get a very clear idea of where the costs are generated that you must cover. You should not depend upon shooting fees to cover the fixed expenses of the club, since whether individuals shoot or not is uncertain. Your annual subscriptions should be set at a level that covers the fixed expenses and shooting fees

should be used to enable you to generate the extra funds required to build the club and its equipment. You need to keep a very close eye on the cash position in the early days of a club and it should always be an important item at club committee meetings.

4.29.2 Bank accounts

The club must have its' own bank account with cheques identified as drawn for the club. Most banks have special accounts for clubs. Typically such an account will make no charges providing that the account is in credit and there is not more than a fixed number of transactions (about 10 is common) in any month. These special "club" accounts pay low levels of interest but may be complemented by a high interest account to which surplus funds can be transferred.

4.29.3 Signing cheques

You must ensure that the arrangements for signing cheques are clearly agreed and well understood. There is no point in having a "two-signature" arrangement if one of the "signers" habitually signs batches of blank cheques for the other "signer". This is the worst of both worlds: the signer of the blank cheques has responsibility but no control; the club thinks that it has the extra security of a two signature system when really it has only a single signature system and the second signer is as free as if his were the only signature required.

If the club believes that it really needs the security of two signatures then the rules must make it clear that both signatures are to be applied only after the rest of the cheque has been written.

If the club needs to pay bills quickly and a two-signature system is too ponderous then it is better to run a single signature system and to institute the additional safeguards required (such as the presentation of reconciled bank statements at each committee meeting).

4.29.4 Authority for expenditure

The authority to incur significant expenditure needs to be approved by the committee (and minuted) on a regular basis, with the arrangements for the payment of "standard running cost" bills being agreed formally and reported upon at each committee meeting.

4.29.5 Presentation of accounts

At each committee meeting you must include in the agenda the presentation of an accounting

statement showing the receipts and payments since the last meeting and for the year to date under headings agreed by the committee and showing an up-to-date balance.

You must insist that the committee gives sufficient attention to these accounts and examines them carefully. Many voluntary treasurers have got into difficulty because members of committees were insufficiently interested, or too embarrassed, to ask for proper explanations of accounts.

4.30 Taxation

Your club is liable to pay tax in a variety of ways. It is possible to avoid taxation by becoming registered as a charity, but the process is complicated and will impose restrictions that you may not want. For the amount of taxation involved in a club of typical size and activity it is not normally warranted.

4.30.1 Value added tax (VAT)

It is unlikely that the level of activity in your club will take you over the VAT threshold (£51,000 at the time of writing this paragraph, but reviewed annually) and you will not therefore be expected to register for VAT. If you are concerned about it then you should contact your local Customs and Excise office or refer to their website at www.hmce.gov.uk

4.30.2 Corporation tax

All clubs are required to register for the purposes of Corporation tax and you can obtain a leaflet dealing with the taxation of clubs at your local Inland Revenue office. The tax Inspector is as anxious as you not to waste time and money on collecting trivial sums and providing that the sums involved are small you can normally apply to be placed on the tax office's "dormant" list. Once you are on this list, you will not be required to complete a tax return annually, but you are required to let the tax office know if your circumstances change substantially. You are still liable to be asked to fill in a tax form occasionally so that the Inspector can check whether there has been any alteration in your circumstances.

4.30.3 Council tax

If you own your shooting ground, or occupy it under some kind of tenancy agreement then you will receive an annual demand for Council tax in respect of the property. Councils are able to give sizeable rebates on Council tax where the

property is used for certain purposes and you should talk to your local council about the rebates that may be available to you.

5 Relating to the GNAS structure

The Grand National Archery Society (GNAS) is the body that is recognised by the Fédération Internationale de Tir à l'Arc (FITA) and the British Olympic Association (BOA), as regulating the sport of archery in the United Kingdom. It follows that much of what happens in your club will be guided by the rules and regulations published by GNAS. The document to which clubs will most refer is the GNAS Rules of Shooting, but there are others that are mentioned below.

5.1 The Rules of Shooting

These rules have been referred to several times already in the context of running the club. You can obtain copies of the GNAS Rules of Shooting from the GNAS office (and many archery retailers) and your club must conduct its shooting in accordance with these published Rules.

There is a structure of committees at county, regional and national level to which you can refer if you have doubts about any of the Rules or wish to propose changes to them.

Except for urgent matters involving safety, the rules are changed only every two years, so that they are a stable and dependable source of reliable information.

The Target Committee of GNAS has the primary responsibility for maintaining the rulebook, but no changes are made without giving all members of GNAS opportunity to comment. Proposals for change will normally appear in Archery UK with an indication of the deadline for comments and the address to which comments should be sent. You should also receive a prompt from your County Secretary. It is up to you and your club members to ensure that your views are expressed within the time scale set.

Changes that are agreed and approved are incorporated into the rules as of April 1st in even years. The significance of the even year is that it is tied to the biennial FITA congress and therefore allows of the incorporation of rule changes promulgated by FITA.

5.2 Your County Association

The clubs in a County associate together for various purposes and you can get a view of the activities of the County by asking for a copy of the

County constitution and attending County meetings.

County Associations will provide links to regional and national structures; they will provide for the exchange of information between clubs in the county and encourage the formation of new clubs; they will provide coaching and training at levels generally higher than can be supported by an individual club; run county championship events; support county teams and squads and keep records of the highest scores shot in the county.

The role of your club in the county association will depend upon what has been agreed between clubs in the county, but you can normally expect a place on the county committee and will be required to play your part in running and supporting county events.

County associations represent an excellent learning and development resource and can provide a great deal of sound advice and practical support for clubs.

5.3 Your Regional body

In Northern Ireland, Scotland and Wales a single association or society covers the whole of each of these countries. In England there are five regional societies covering the East Midlands, the Northern Counties, the Southern Counties, South Western England and the West Midlands. (For the purposes of English team selection alone, the English regions also support and manage a body called the English Archery Federation).

The regional societies do a number of things similar to those done by counties, running their own championships for example, but because of their size they are able to provide the critical mass needed for the support of training, assessment and certification of coaches and judges at higher level and to consider issues of strategic development in ways that counties would be unable to resource.

Regions may also be able to offer financial support for the start up or expansion of clubs and may be able to provide some of the concomitant funding required for various grant applications to external bodies.

Regions are normally run by a governing body consisting primarily of representative of counties and you will be encouraged to play your part in the support of activity at this level and at the very least to attend the annual general meeting of the region.

Regional Societies are vital in providing the basis for joint activities between counties and in maintaining the higher level judging and coaching training structures without which competitive archery could not operate

5.4 The Coaching Organisation

The GNAS Coaching Organisation operates at all levels in the society. Assistance with the coaching of club archers and with the training of Leaders and Coaches in a new club will come initially from the County Coaching Organisation and you should make sure that you know the County Coaching Organiser and receive details of the County Coaching programme. There will probably be a coaching squad at county level that your more able archers will want to join in due course. As the need for higher level coaching skills arises, the county organisation may not be able to run the courses required (if only because the county will not generate sufficient demand by itself) and the Regional Coaching Group and eventually the National Coaching Organisation will come into the picture.

5.5 The Judging Organisation

GNAS operates a system for the training and certification of the judges who officiate at its events. Judges are graded on the basis of experience and formal assessment and the level of judge(s) required to officiate at an event varies with the grading of the event. The requirements for judges at tournaments are laid down in the Rules of Shooting and in the FITA Constitution and Rules and if you are running an open tournament you will need to engage the services of the right number of judges of the right level. The total number of judges in the organisation is a relatively small proportion of the total membership and most counties are not large enough to support the process of judge training and assessment and so it is carried out mainly at Regional level. If you want to identify the judges available for your tournaments, you can obtain a list from your Regional Secretary. If any of your members would like to undertake judge training, information on the conditions to be fulfilled can likewise be obtained from the Secretary of your Region.

5.6 Fédération Internationale de Tir à l'Arc

FITA is the archery world body recognised by the International Olympic Committee and is the international organisation to which GNAS gives allegiance.

FITA publishes its own Constitution and Rules, which document sets out the requirements for world record status events and various subsidiary archery activities. In the UK we are blessed in that we have our own long tradition of "imperial" archery rounds but are also able to take part in metric based "FITA" rounds conceived from the need to run world championships on the basis of a universal international standard.

5.7 The Grand National Archery Society

Much of the interaction between the national society and your club will take place through the county and regional bodies to which you belong. There are however some important ways in which GNAS and your club and its members have direct contact and communication.

5.7.1 Handicap improvement medal

Once your club has been affiliated to GNAS for a year, and providing that you have ten or more shooting members, you can apply to the GNAS office for the loan of a GNAS handicap medal. The medal is awarded annually to whichever of your archers has made the biggest handicap improvement in the outdoor season January 1st to December 31st. As club Secretary, you are required to provide details of the winner of the medal to GNAS by January 31st. Full details of the Handicap Improvement Medal scheme for Target Archery are given in the Handicap and Classification Schemes section of the Rules of Shooting.

5.7.2 Archery UK

Archery UK is the official journal of the GNAS. It is published quarterly and will be sent directly to you and all other members of your club, providing that their names and full postal addresses have been entered onto the Members Register Update form described at paragraph 4.27 on page 12

As the club Secretary you are a vital link in the chain of communication between the GNAS and its members. When someone joins your club you are required to send their details to the GNAS with their membership fee. The details entered onto the Members Registry Update form must include their name and full postal address. It is most important that the postcode is included in the address and members will not receive their copies of Archery UK if this information is not given.

You should therefore view the forwarding of the details of your members as an urgent matter so that they can be put on the Archery UK mailing list as soon as possible.

Archery UK includes official news from the GNAS office, tournament diary, members' achievements (e.g. FITA Stars, Rose Awards, Records etc) and information from the various GNAS committees, club news; shoot reports and items of general archery interest.

You and other club members are all welcome to send in items for possible publication. The copy date for items to be received by the Editor is always printed on page 1 of the magazine and you should pay special attention to this when submitting dated items (e.g. diary dates).

5.7.3 Your role as an Elector

The membership of GNAS is defined very widely to include all those who pay an affiliation fee to the Society together with all those elected as honorary members. For effective and economic operation however, only one person is identified as representing to GNAS the corporate interests of your club. That person is known as the Club Elector and unless your club takes specific action to notify GNAS otherwise you, the club Secretary, are the Club Elector for your club.

As the Club Elector, you will receive notices of General Meetings of GNAS and notices of General Meetings will be seen as properly served if they are mailed to the address that you notify.

It is vital therefore that you keep your address and other appropriate personal details up to date at the GNAS office. Similar needs will arise at County and Regional level and so you should always ensure that GNAS, the Regional Secretary and the County Secretary are informed of any change of address, or any change in the holder of the position of club Secretary.

5.7.4 Motions at GNAS General Meetings

The content and conduct of General Meetings of the GNAS are described in the Memorandum and Articles of the Society. If your club wishes to propose a resolution to be considered at a General Meeting of the Society you must submit it to the Society in adequate time for its validity as a resolution to be considered and for it to be published within the agenda attached to the Notice of the meeting.

You will be well advised to discuss your intentions at County and Regional level so as to test the support for your proposal and you should make these overtures not less than some three months in advance of the General Meeting at which you wish the matter to be considered.

5.7.5 Voting at GNAS general meetings

As the Club Elector you, the club Secretary, are the person entitled to vote for your club at General Meetings of GNAS. On a show of hands at such a meeting you are entitled to one vote. If a poll is called, you are entitled to one vote for every person who has paid a senior affiliation fee to GNAS through your club. You may appoint any person who is a member of the Society to cast the votes of your club by proxy in a poll, but only the Club Elector may vote on a show of hands. If you want to appoint a proxy, the notice of your intention so to do must be deposited at the GNAS office not less than 48 hours before the meeting at which the proxy is to vote. You will find a form for appointing a proxy in the GNAS Articles of Association.

So, if you are unable to attend a GNAS General Meeting, it is important that your club appoints an alternative Club Elector if it wishes to participate in votes based on a show of hands.

5.7.6 Nominations for GNAS elections

Your club, through you as the Club Elector, has the right to make nominations for election to various GNAS posts.

Your nominations for the President and the two Vice-Presidents must be received in the GNAS office not later than January 1st in the year in which the vacancy occurs.

Your nomination for the Chairman of the Board must be received in the GNAS office not later than March 1st in the year of the election.

Your nomination for your "home country" director must accord with the rules laid down by your own "home country" (see paragraph 5.7.8 on page 18).

Nominations for all other directors may only be made in conjunction with other Electors. It requires the signatures of 30 Electors to make such a nomination and you will normally do this through your County and Region rather than directly to GNAS.

5.7.7 Election of the President and Vice-Presidents and the Board of Directors

With the exception of the "home country" directors dealt with in paragraph 5.7.8, and the Chief Executive who is a full time employee and a director ex-officio, the President, Vice-President and the directors of the Society are normally all elected at the Annual General Meeting.

5.7.8 Election of "home country" directors

The Board of GNAS includes four "home country" directors, one each for England, Northern Ireland, Scotland and Wales.

These directors are elected directly by members in the home country concerned and in accordance with procedures laid down by the particular home country. Your club is taken to be in the home country that contains the county and region through which your club affiliations are paid.

Every senior archer who pays a GNAS affiliation fee through your club is entitled to vote in this election. Details of the arrangements for voting can be obtained from the appropriate home country society or, in the case of England, from the GNAS office.

5.7.9 Voting at County/Regional Meetings

The voting arrangements will vary from Region to Region and County to County and you should read the appropriate Regional and County constitutional documents to learn your rights in these matters.

5.7.10 Advertising your tournament

The GNAS offers a number of ways of advertising any open tournaments run by your club. If you apply for and are granted "record status" you will automatically have your tournament entered into the Diary section of Archery UK (which goes to every member of GNAS) see paragraph 5.7.2 on page 16. If your shoot does not have record status you can still get it entered into the Diary section of Archery UK on payment of a small fixed fee. This will give you a three to four line advertisement in every issue until the date of the shoot. See the details inside the front cover of this booklet.

If you have access to the Internet, you may also advertise your shoot free on the GNAS website at <http://www.gnas.org>

5.7.11 Record status tournaments.

World and National record scores can only be established at shoots that meet the standards required to ensure that the scores have been achieved under uniform, comparable conditions. Shoots that have been acknowledged officially as meeting these conditions are known as World Record Status (WRS) shoots or, in the case of National records, Record Status shoots.

The criteria for World Record Status shoots are defined by FITA (see paragraph 5.6 on page 16) in the FITA Constitution and Rules. These criteria cover a range of awards that are available only when FITA criteria are applied e.g. FITA Star Awards, FITA Arrow Badges, FITA Target Awards and FITA Arrowhead Badges.

The criteria for Record Status shoots (including Rose Award shoots) are defined by GNAS in the GNAS Rules of Shooting.

The GNAS Target Committee deals with all applications for record status.

You can obtain information packs from the GNAS office that set out all the information that you need to provide to have a shoot considered for record status.

You should send Record Status applications directly to the GNAS office, but World Records Status applications must be made through your Regional Secretary. You must enclose the appropriate fee with your application. Your Regions may pay part of the WRS fee so please check with your Region before sending in an application.

Some of the timescales for approval are lengthy and you should be thinking nine months to a year ahead if you are considering your first application for record status. This is another area where your County and Regional Officials can give good advice about the practical issues.

5.7.12 Clout Tassel Awards

Applications to run record status clout shoots are dealt with as in paragraph 5.7.11 on page 18 but there are also Tassel Awards available for these shoots. These awards are recognised and approved by GNAS but are administered by the Northern Region. If you wish to have Tassel Award status for your tournament you must apply directly to the Northern Region and pay the necessary Tassel levy directly to that Region.

5.7.13 Other GNAS shooting awards

Generally, it is for individual archers to claim the various GNAS awards that are available and they will usually do this on the day of a tournament using forms provided by the tournament organiser. Some awards are available for attainments on club target days or achieved partly on club target days and in these cases you, the club Secretary, must sign the claim form to certify that the appropriate conditions were met. Among the awards for which you will be required to sign are:

5.7.13.1 A six gold end on a club target day

5.7.13.2 GNAS Arrow awards for Juniors

The appropriate forms can be obtained from the GNAS office and the detailed requirements are described in the Rules of Shooting.

5.7.14 GNAS Annual Awards

There are several annual awards for achievement for which your club may make nominations and/or is entitled to vote. The winner of each of these awards is announced at the GNAS Annual General Meeting. Each year you will see in Archery UK, an invitation to make nominations for the awards. The awards are:

5.7.14.1 The Toxophilus Trophy

Donated by the Civil Service Archery Association, this award is made annually to the Editor of the club, etc news magazine, newssheet, or other publication judged to be the best for format, content and presentation. To enter for the award, you must send to the GNAS office four copies of at least two issues of your publication from within the same calendar year, with a letter explaining that you wish to enter for this award. The award at the AGM is for publications issued in the previous calendar year.

5.7.14.2 The Hartwell Trophy

Donated by Lord Hartwell, this trophy is awarded to "The Archer of the Year" – the archer considered to have given exemplary service to archery during the year ended 31st December, in any sphere of the sport – performance, administration, coaching, development of the sport, etc.

Each year your club will be invited to make a nomination for this award and to vote on the nominations received. Your nomination, including a citation of no more than 100 words,

should be sent to the GNAS office, to arrive not later than January 1st.

5.7.14.3 The Gussy Trophy

Donated by Mr Michael Bentine, this trophy is awarded to the wheelchair "Archer of the Year", the archer who is permanently restricted to a wheelchair and considered to have given exemplary service in any sphere of the sport during the year ended December 31st.

Each year your club will be invited to make a nomination for this award and to vote on the nominations received. Your nomination, including a citation of no more than 100 words, should be sent to the GNAS office, to arrive not later than January 1st.

5.7.14.4 The Jack Flinton Helping Hand Trophy

This award is made for services to archery through coaching. Your club, or any individual in it may make a nomination, but the person nominated must be a qualified GNAS coach.

Your nomination(s), including a citation of no more than 100 words, should be sent to the GNAS office, to arrive not later than January 1st.

5.7.14.5 The Plastazote Trophy

Sponsored by Zotefoams plc, this trophy is awarded to the disabled person who is judged to have made the most progress in the adoption of the crossbow as a means of enhancing their quality of life. A committee acting on behalf of the sponsor assesses nominations. Your nomination, including a citation of no more than 100 words, should be sent to the GNAS office, to arrive not later than January 1st.

5.7.14.6 The Ascham Mazur Trophy

This trophy is awarded to the archer achieving the highest score in an American round (or the first round of a double American round) using a bow as defined in Rule 102 (a) of the rules of shooting (essentially: recurve; barebow or longbow) during the calendar year prior to the GNAS AGM. The score may be shot at a club target day or at a tournament.

The individual claiming the score must make a submission to the GNAS office not later than the end of February preceding the AGM. The submission must include the original score sheet, endorsed on the reverse by the tournament organiser, or by you as the club Secretary if the score was made at a club target

day, as follows: "Certified shot at (club target day or tournament), using a bow as defined in 102a of the GNAS Rules of Shooting".

6 Relating to sports bodies in your area

The network of organisations supporting and regulating sport in your area can be very complicated, but it is worth your while to find out how it works, what the functions and relationships of the various bodies are and which, if any of them it would be worthwhile for your club to join. Your county association should be able to give you some guidance initially.

6.1 Lottery funding

Lottery funding arrangements vary a good deal depending upon you location and the level of activity for which you are seeking support. The sports councils administer lottery funding and all of them have extensive communication and support systems related to applications for funding. You should first make contact with your "local" office.

6.2 The Sports Councils

The Sports Councils have an enormous store of information, most of which is very easily accessible. Their various web sites give links to most sporting organisations and they publish annual directories of sports organisations that can be obtained through your local or regional office. They have a wide range of publications on the administration and management of sport and in particular, as club Secretary, you will get a lot of benefit from the generic range of publications published as part of the "Running Sport" initiative.

Details of the main Sports Council addresses are given below.

6.2.1 UK Sport

40 Bernard Street, London WC1N 1ST
Telephone: 020 7841 9500 Fax: 020 7841 8850
Email: info@uksport.gov.uk
Web site: <http://www.uksport.gov.uk>

UK Sport has divisions dealing with Ethics and Anti-Doping, International Affairs and Performance Services for UK level teams and individuals.

6.2.2 Sport Scotland

Caledonia House, South Gyle, Edinburgh EH12 9DQ
Telephone: 0131 317 7200 Fax: 0131 317 7202
Email: info@ssc.org.uk
Web site: <http://www.sportscotland.org.uk>

6.2.3 Sports Council for Northern Ireland

House of Sport, Upper Malone Road, Belfast BT9 5LA
Telephone: 028 9038 1222 Fax: 028 9068 2757
Email: info@sportscouncil-ni.org.uk
Web site: <http://www.sportni.org>

6.2.4 Sports Council for Wales

Sophia Gardens, Cardiff CF1 9SW
Telephone: 029 2030 0500
Fax: 029 2030 0600
Email: scw@scw.co.uk
Web site: <http://www.sports-council-wales.co.uk>

6.2.5 Sport England Head Office

16 Upper Woburn Place, London WC1H 0QP
Telephone: 020 7273 1500
Fax: 020 7383 5740
Email: info@english.sports.gov.uk
Web site: <http://www.english.sports.gov.uk>

6.2.5.1 Sport England East

Crescent House, 19 The Crescent, Bedford MK40 2QP
Telephone: 01234 345222
Fax: 01234 359046

6.2.5.2 Sport England East Midlands

Grove House, Bridgford Road, West Bridgford, Nottingham NG2 6AP
Telephone: 0115 982 1887
Fax: 0115 945 5236

6.2.5.3 Sport England London

Crystal Palace National Sports Centre
P.O. Box 480, London SE19 2BQ
Telephone: 020 8778 8600
Fax: 020 8676 9812

6.2.5.4 Sport England North

Aykley Heads, Durham DH1 5UU
Telephone: 0191 384 9595
Fax: 0191 384 5807

6.2.5.5 Sport England North West

Astley House, Quay Street, Manchester M3 4AE
Telephone: 0161 834 0338
Fax: 0161 835 3678

6.2.5.6 Sport England South East

Crystal Palace National Sports Centre,
P.O. Box 480, London SE19 2BQ
Telephone: 020 8778 8600
Fax: 020 8676 9812

51a Church Street, Caversham,
Reading RG4 8AX
Telephone: 0118 948 3311
Fax: 0118 947 5935

6.2.5.7 Sport England South West

Ashlands House, Ash lands, Crewkerne,
Somerset TA18 7LQ
Telephone: 01460 73491 Fax: 01460 77263

6.2.5.8 Sport England West Midlands

4th Floor, Minerva House, East Parade,
Leeds LS1 1PS
Telephone: 0113 243 6443
Fax: 0113 242 2189

6.3 The National Coaching Foundation

Like the Sports Councils, the NCF has a presence in each of the home countries and is able to supply a good deal of useful information at local level. Contact addresses etc for the main offices are given below.

6.3.1 NCF Headquarters

114 Cardigan Road, Headingley, Leeds LS6 3BJ
Telephone: 0113 274 4802
Fax: 0113 275 5019
Email: coaching@ncf.org.uk
Web site: <http://www.ncf.org.uk>

6.3.2 NCF Northern Ireland

NI Institute of Coaching, House of Sport,
Upper Malone Road, Belfast BT9 5LA
Telephone: 02890 381222
Fax: 02890 682757
Email: niic@ncf.org.uk

6.3.3 NCF Scotland

Coaching Team, sportscotland, Caledonia House,
South Gyle, Edinburgh EH12 9DQ
Telephone: 0131 472 3315
Fax: 0131 317 7202
Email: moira.timmins@sportscotland.org.uk

6.3.4 NCF Wales

Welsh National Coaching Centre,
Sports Council for Wales,
Sophia Gardens, Cardiff CF1 9SW
Telephone: 02920 300500
Fax: 02920 300600

6.3.5 NCF East

RTU East, House of Sport,
Bedford De Montfort University,
21 The Crescent, Bedford MK40 2RT
Telephone: 01234 261547
Fax: 01234 214457
Email: rtue@ncf.org.uk

6.3.6 NCF London

RTU London, Imperial College,
Basement Office, 14 Princess Gardens,
London SW7 2AZ
Telephone: 020 7594 9069
Fax: 020 7594 9070
Email: rtul@ncf.org.uk

6.3.7 NCF North West

RTU North West, Edge Hill College of HE,
St Helens Rd., Ormskirk L39 4QP
Telephone: 01695 584657
Fax: 01695 584710
Email: rtunw@ncf.org.uk

6.3.8 NCF Yorkshire

RTU Yorkshire, Leeds Metropolitan University,
Fairfax Hall, Room 112, Beckett Park,
Leeds LS6 3QS
Telephone: 0113 283 7579
Fax: 0113 283 3170
Email: rtuy@ncf.org.uk

6.3.9 NCF East Midlands

RTU East Midlands, Sports Development Centre,
Loughborough University,
Loughborough LE11 3TU
Telephone: 01509 223493
Fax: 01509 223950
Email: rtuem@ncf.org.uk

6.3.10 NCF South East

RTU South East, Hillbrow Cottage,
Gaudick Road, University of Brighton,
Eastbourne BN20 7SP
Telephone: 01323 411186
Fax: 01323 644653
Email: rtuse@ncf.org.uk

6.3.11 NCF South West

RTU South West, University of Bath,
Claverton Down, Bath BA2 7AY
Telephone: 01225 444823
Fax: 01225 461547
Email: rtusw@ncf.org.uk

6.3.12 NCF West Midlands

RTU West Midlands, Munrow Sports Centre,
University of Birmingham, Edgbaston,
Birmingham B15 2TT
Telephone: 0121 414 3890
Fax: 0121 414 7645
Email: rtuwm@ncf.org.uk

6.3.13 NCF North East

RTU North, Haworth Building,
University of Durham, Leazes Road,
Durham DH1 1TA
Telephone: 0191 374 7820
Fax: 0191 374 7434
Email: rtun@ncf.org.uk

6.3.14 NCF South

RTU South,
Bisham Abbey National Sports Centre,
Marlow SL7 1RT
Telephone: 01628 475510
Fax: 01628 475512
Email: rtus@ncf.org.uk

6.4 Other sports bodies

There is a wide range of other sports bodies that you may find it useful to know. Many of them have local addresses and contacts. The Sports Council local directories and web sites give details of many, your local County Secretary will be able to tell you of local ones and your Regional Society will be able to tell you of those that operate at regional level. There are for example federations of sports representative bodies, set up to draw together the members of the Local Sports Advisory Councils mentioned at paragraph 7.5 on page 22, so that they can relate to and influence Sports Councils at regional level. It all sounds very complicated and it is, but if sports organisations want to have a voice with the bodies that dole out lottery money then they have to get together in order to be heard. In particular you will want to familiarise yourself with those bodies to which you can turn on occasion for financial assistance. Local government contacts will be able to guide you to local charities.

There are national bodies such as:
Sports Aid, 15 Pratt Mews, Camden,
London NW1 0AD
Tel: 020 7387 9380 Fax: 020 7380 0283
Website: <http://www.sportsaid.org.uk>
that offer support for the development of gifted young sportspeople.

A website that will help you find other fundraising possibilities is at: <http://www.funderfinder.org.uk>

7 Relating to local government.

Local authority recreation and leisure departments are involved in the provision and management of sports facilities and can provide information on local sports centres and other facilities. There are too many local authorities to list here, but you will find contact numbers in your local telephone directory and most of them have a web site. Some of the useful services that they offer are listed below.

7.1 Lottery funding advice

Most local authorities have appointed a staff member to deal with Lottery funding and they may be able to advise you on a range of issues concerned with grants and the provision of concomitant funding related to grants.

7.2 Physical Education Advisers

A Physical Education Adviser can be a useful contact in respect of activity in local schools and in relation to Archery Leader Training for local organisations.

7.3 Youth and Community Officers

Youth and Community Officers normally work for the local authority, but some are appointed by charitable organisations. Sport is only one part of their remit but they can provide a route into local initiatives that may help your recruitment of young people into archery.

7.4 Sports Development Officers

The Sports Development Officers appointed by local authorities may work across a geographical area or with a particular section of the community (e.g. young people or ethnic minorities) or with a particular sport, though you are unlikely to find one specialising in a minority sport such as archery. They can keep you in touch with local initiatives and will often play a part in putting together the local authority development strategy for sport and sports facilities.

7.5 Local Sports Advisory Councils

These are voluntary bodies that exist in many local authority areas to act as consultative and representative bodies for amateur sport. Membership is usually open to local clubs and sometimes the local authority provides some funding for the purposes of development and thus they can be a source of (very limited amounts of) money for development purposes.

7.6 Libraries

The local library service is likely to have an enquiry database and you should ensure that your club details are entered onto it. The local tourist office may have a similar system and you will find data bases in some college libraries also.

8 Available Publications.

There is a range of publications available from the GNAS office for the use of clubs and individual archers. Some of them are free but others must be paid for. You should contact the GNAS office or refer to the GNAS website for up-to-date details. These publications include:

- 8.1 The GNAS Rules of Shooting
- 8.2 The FITA Constitution and Rules
- 8.3 The GNAS Coaching Manual
- 8.4 The GNAS Handicap Tables
- 8.5 Archery UK
- 8.6 The GNAS Memorandum and Articles of Association
- 8.7 Conducting "Have -a-go" sessions
- 8.8 Guidelines for Juniors

9 GNAS dates for your diary.

The GNAS membership year starts on October 1st. There are a few key dates that arise in the GNAS calendar that you, as a club secretary, will want to bear in mind. They are mentioned elsewhere in this booklet, but we thought it would be useful to draw them together in one place with some cross references so that you can refer to them more easily.

October 1st

Start of GNAS year – affiliation payments due (GNAS Law 15(a)) - (para 4.28 on page 13) – **President and Vice-Presidents elected at the previous AGM take office** (GNAS Article 74)

October 31st

Last date for payment of affiliations (GNAS Law 15(b) - (para 4.28 on page 13) – clubs not renewing by this date may need to re-apply for membership.

November 30th

Last date for Regional Secretaries to send GNAS a list of all the clubs in the Counties in the Region, together with the number of members in each club at the October 1st previous. (GNAS Law 21(b))

December 31st

Calculate handicap improvements for the previous year (para 5.7.1 on page 16)

January 1st

Last date for making nominations to the GNAS office for the offices of President and Vice-Presidents (para 5.7.6 on page 17) - (GNAS Article 34(a)) N.B. These appointments are for three years and two years respectively and so will not fall vacant every year (GNAS Article 74).

Make entry for the Toxophilus Trophy (para 5.7.14.1 on page 19)

Last date for receipt by GNAS of entries for the Hartwell Trophy (para 5.7.14.2 on page 19) – **the Gussy Trophy** (para 5.7.14.3 on page 19) – **the Jack Flinton Trophy** (para 5.7.14.4 on page 19) and **the Plastazote Trophy** (para 5.7.14.5 on page 19)

January 31st

Last date to notify details of Handicap Improvement Medal winner to GNAS (para 5.7.1 on page 16)

February 28th

Last date for receipt at GNAS office of Nominations for the Director for England. Northern Ireland, Scotland and Wales; the English Regions and their County Associations will all have "local" dates for nominations for "home country" directors. (GNAS Article 36(a) and Law 22) – (para 5.7.6 on page 17)

Last date for receipt by GNAS of entries for the Ascham Mazur Trophy (para 5.7.14.6 on page 19).

March 1st

Last date for making nominations to the GNAS for the office of Chairman of the Board (GNAS Article 36(b)) – (para 5.7.6 on page 17) **and for such Chairmen of Committees as are Directors of the Society.** N.B. each of these appointments is for a three-year period and so will not fall vacant every year (GNAS Articles 36(b) & (c)).

April 1st

Amendments to the Rules of Shooting take effect from this date in even years (para 5.1 on page 15)

April 30th

Last date for holding the GNAS AGM (GNAS Article 11)

May 1st

The affiliation payment for new members joining after this date will cover the period to the end of the following year (GNAS Article 15(c))

10 Appendix 1 - Specimen Club Constitution

The specimen constitution set out below and on the following pages includes provision for a junior club to be incorporated. If you do not have an incorporated junior club then the reference to the junior club in the title and at paragraph 1.1 should be omitted.

"Specimen" Archery Club Incorporating

"Specimen" Junior Archery Club

Affiliated to G.N.A.S., "*named*" Regional Archery Society and "*named*" County Archery Association

Constitution

1. **Name** – the name of the club is *Specimen* Archery Club. (Hereinafter called "the Club")
 - 1.1. The Club incorporates *Specimen* Junior Archery Club, which body exists only for the purposes of affiliation to appropriate organisations but otherwise has no existence separate from the Club.
2. **Address** – the postal address of the Club is that of the current Secretary or of the current Chairman if the post of Secretary is vacant.
3. **Object** – the object for which the club is established is:

To promote and encourage the sport of archery

In furtherance of the above object, the Club shall have the following powers:

- 3.1. To encourage and promote participation in the activities of the Club by individuals clubs and other organisations concerned with the sport of archery
 - 3.2. To affiliate to the "*named*" County Archery Association and be represented on the Committee thereof
 - 3.3. To invest the monies of the Club not immediately required for its purposes in such investments, securities or property as may be thought fit
 - 3.4. To do all other lawful things necessary to carry out the objects of the Club providing always that:
 - 3.4.1. In raising funds for its objects the Club shall not undertake any permanent trading activities
 - 3.4.2. The income and property of the Club shall be used only to promote the objects of the Club as described in this Constitution
4. **Dissolution** – if upon the winding up of the Club there remains after the payment of all debts and liabilities any funds or properties whatsoever, they shall not be distributed among the members of the Club, but shall be transferred to some other organisation having similar objects to the Club.
 5. **Amendments** – the Club Constitution may only be amended at a General Meeting of the Club.

Rules

1 Membership

- 1.1** Membership of the Club shall be open to all persons interested in advancing the objectives of the Club and who are willing to abide by these Rules subject only to practical size and safety limits dictated by the available facilities.
- 1.2** The Club shall provide for the following categories of membership:
- 1.2.1 Senior Member** – any person of 18 years or older who has been accepted as a member of the Club and has paid to the Club the prescribed Club, County, Regional and National affiliation fees for the year
- 1.2.2 Junior Member** – any person of less than 18 years who has been accepted as a Junior member of the Club and has paid to the Club the prescribed Club, County, Regional and National affiliation fees for the year.
- 1.2.3 Senior Associate Member** – any person of 18 years or older who has been accepted as an Associate member of the Club and has paid to the Club the prescribed Club fee but has paid all other necessary affiliations to some other body.
- 1.2.4 Junior Associate Member** – any person of less than 18 years who has been accepted as a Junior Associate member of the Club and has paid to the Club the prescribed Club fee but has paid all other necessary affiliations to some other body.
- 1.2.5 Affiliate** – any non-shooting person who wishes to be associated with the Club, having paid a donation to the Club.
- 1.2.6 Honorary Member** – any person upon whom the Club has conferred this title in recognition of services to the club or to archery in general.

2 Duties and privileges of members

- 2.1** Every member shall be bound to further the objects of the Club and shall observe these Rules and those of the “named” County Association, the “named” Regional Society and GNAS
- 2.2** All members shall be entitled to ready 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
- 2.3** All members, including those who have paid affiliation fees at junior rates, shall be entitled to vote at Club General Meetings
- 2.4** Membership of the Club will terminate if:
- 2.4.1** a properly authorised form of resignation is received or
- 2.4.2** membership fees remain unpaid two months after the due date or
- 2.4.3** the individual ceases to qualify under these rules or
- 2.4.4** membership is terminated under Rule 3
- 2.5** No member whose affiliation fees are in arrears shall:
- 2.5.1** be allowed to shoot or participate in any of the activities of the Club
- 2.5.2** vote at a meeting of the club
- 2.5.3** hold office in the Club
- 2.5.4** requisition a Special General Meeting
- 2.6** 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 the Club handbook and arising out of the agreements for the use of our shooting facilities.
- 2.7** 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.

- 2.8** Each junior member of the club who is below the age of 16 years must be accompanied by a parent or a properly appointed responsible guardian when shooting at the Club
- 2.9** Junior members of the Club may shoot only at least two adults are present, one of whom must be a competent senior archer, affiliated to GNAS.

3 Discipline

- 3.1** The Club Committee may at any meeting, by a two-thirds vote of those present and entitled to vote, reprimand, suspend or expel any member who has violated these Rules or whose conduct is deemed detrimental to the best interests of the club.
- 3.2** Before any such disciplinary action, the member shall be given at least 14 days notice in writing and shall be granted the opportunity to be heard by the committee.
- 3.3** The decision of the Committee shall be communicated to the member in writing and the Committee shall not be required to explain its actions to any but those concerned. The Committee is however free, if it so decides, to publish its decision in any medium, including the journals of national or international archery bodies.
- 3.4** The member shall be allowed 28 days from the date of communication of the decision of the Committee in which to lodge an appeal against the decision, in writing, with the Secretary of the Club. The Committee shall not communicate its decision, other than to the member, until that period has expired or an appeal has been lodged, whichever is the sooner.
- 3.5** 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 Committee may sit on this panel.
- 3.6** The Panel may hear such witnesses and consider such evidence as it shall think fit

and its decision shall be binding both upon the appellant and the Club.

4 Applications for membership

An application for membership shall be made in writing to the Secretary of the Club and shall be accompanied by the necessary fees. The application form shall contain all the data needed to complete GNAS affiliation and membership record forms.

5 Dues

- 5.1** All Club dues shall be as determined by the Club Committee from time to time and approved by the members in General Meeting
- 5.2** All subscriptions and affiliation payments shall become due annually on July 1st for the following year
- 5.3** The Club Committee may, in its absolute discretion, waive, cancel or reduce payment of Club dues or other indebtedness of a member of the Club for any period

6 The Club Committee

- 6.1** The affairs of the Club shall be supervised by the Committee which shall have such powers, duties and responsibilities as are laid down in these Rules and are not otherwise directed to be carried out by the members in General Meeting
- 6.2** The Club Committee shall consist of the following persons whose services shall be purely honorary:
- 6.2.1** President
- 6.2.2** Chairman
- 6.2.3** Secretary
- 6.2.4** Treasurer
- 6.2.5** Junior Coordinator
- 6.2.6** Tournament Organiser
- 6.2.7** Records Officer
- 6.2.8** Equipment Officer
- 6.2.9** Match Secretary
- 6.2.10** Social Secretary
- 6.2.11** Field Officer
- 6.3** The Committee may decide from time to time to co-opt other persons to the

Committee for particular purposes, but these persons shall not be entitled to vote at Committee meetings, nor shall their option persist beyond the next General Meeting without the approval of the members.

7 Committee Meetings

- 7.1** No business shall be transacted unless a quorum is present when the meeting proceeds to business. Except where otherwise provided in these Rules, a quorum shall be three members
- 7.2** If the Club Chairman is not present within 15 minutes of the time set for the start of the meeting then those present shall appoint one of their number to chair the meeting
- 7.3** The Committee members shall meet together for the conduct of business, as they shall decide. Questions arising at any meeting shall be decided by a simple majority of votes. In the case of equality of votes, the chairman shall have a second or casting vote
- 7.4** The Committee members may act notwithstanding any vacancy in their body, but if the numbers are reduced at any time to less than four, it will be lawful for them to act only for the purpose of filling the vacancies in the Committee or of convening a General Meeting of the Club.
- 7.5** The Committee will cause proper minutes to be made of all its proceedings and of the proceedings of General Meetings of the Club and of any sub-committees set up for whatever purpose
- 7.6** The minutes of any meeting, if approved at the next succeeding meeting, shall be conclusive proof without further evidence of the business conducted and the decisions made
- 7.7** The Committee may at any time set up or dissolve standing or ad hoc sub-committees and delegate to such sub-committees such powers and responsibilities as it thinks fit. All acts and proceedings of such committees must be minuted and reported to the Club Committee as soon as possible.

8 Elections

- 8.1** All elections are subject to Rule 2.5
- 8.2** The President shall be elected at any General Meeting of the Club. The term of office shall be three years and the retiring President shall be eligible for re-election.
- 8.3** All members of the Club Committee other than the President shall be elected annually at the Annual General Meeting of the Club. The retiring Committee members shall be eligible for re-election.
- 8.4** The period of office of Committee members shall commence at the termination of the General Meeting at which they are elected
- 8.5** All members of the Club are entitled to make nominations for candidates to fill positions on the Committee. Nominations must be lodged with the Secretary of the Club not less than 14 days before the date of the General Meeting at which the election will take place. Nominations must show the name of the proposer(s) and must confirm that the candidate named is willing to fill the vacancy. Nominations will be taken from the floor of a General Meeting only in emergency.
- 8.6** Any casual vacancy in the Committee may be filled by the Committee from among those eligible, but any person so appointed shall retire at the end of the next General Meeting.
- 8.7** A member of the Committee shall cease to hold office before the end of the elected term if:
- 8.7.1** By notice in writing, he or she resigns
- 8.7.2** He or she ceases to meet the conditions of eligibility for membership of the Committee
- 8.7.3** He or she is removed from office by a resolution of the Club members in General Meeting

9 General Meetings

- 9.1** The General Meeting of the Club shall be held once in every calendar year, on or before September 30th, as the Annual General Meeting
- 9.2** All those entitled to receive the notices of the Club (Rule 13) will be given at least 21 days notice of any General Meeting, specifying the day, the hour and the place of the meeting and in the case of Special General Meetings, the specific nature of the business to be transacted. Proof of timely posting of such a notice shall be sufficient proof of notice and the accidental omission to give such notice or the non-receipt of such notice by an individual shall not invalidate the proceedings of any General Meeting.
- 9.3** All General Meetings of the Club other than the Annual General Meeting shall be called Special General Meetings.
- 9.4** Special General Meetings of the Club may be called by the Committee, or by one or more written calls, filed by the Secretary and endorsed by the Committee, or by at least one quarter of the members of the Club. All requisitions for a Special General Meeting shall specify the purpose(s) for which the meeting is being called and only that business may be conducted at the meeting

10 Proceedings at General Meetings

- 10.1** The ordinary business of the Annual General Meeting shall be:
- 10.1.1** To present the Notice of the Meeting
- 10.1.2** To receive the report of the Auditor
- 10.1.3** To approve the Annual Accounts and Balance Sheets
- 10.1.4** To approve the Annual Report of the Committee
- 10.1.5** To appoint the Auditor for the following year
- 10.1.6** To fix club subscription levels for the following year
- 10.1.7** To elect the new Committee members.
- 10.2** Any other business to be conducted at the Annual General Meeting shall be called Special Business and will be the subject of

specific detail in the agenda. No other business will be conducted at the Annual General Meeting

- 10.3** No business shall be transacted at a General Meeting unless a quorum is present when the meeting proceeds to business. Except as provided elsewhere, a quorum shall be 10 members or one quarter of the membership of the Club, whichever is less
- 10.4** If at half an hour past the time set for the start of the meeting a quorum is not present, the meeting if convened on a call from the members, shall be dissolved. In any other case it shall stand adjourned to such other time and place as the chairman shall appoint and if at the adjourned meeting a quorum is not present at half an hour past the time set for the meeting, then those members present shall be a quorum
- 10.5** The Club Chairman will take the chair at every General Meeting. If the Chairman is not present within 15 minutes after the appointed time then the members present will appoint one of their number to take the chair.
- 10.6** A resolution put to the vote shall be decided by the votes of those personally present and entitled to vote. In case of an equality of votes, the chairman shall poll a second or casting vote
- 10.7** All acts done in good faith at a General Meeting shall be valid, even if it is discovered after the meeting that there was some defect in the arrangement, which would, had it been discovered before the conclusion of the meeting, have modified the outcome.
- ## **11 Accounts**
- 11.1** The Club Committee shall ensure that proper and sufficient books of account are kept in such a manner as to give a good and fair view of the state of the Club's affairs with regard to:
- 11.1.1** The assets and liabilities of the Club
- 11.1.2** Income and expenditure and the matters giving rise to such income and expenditure

11.1.3 All sales and purchases of goods and services by the Club

11.2 The books of account shall be kept at the home of the current Treasurer or, if that position is unfilled, at the home of the current Secretary and shall be made available for examination at every meeting of the Club Committee

11.3 Once at least in every year, the Club Committee shall present to members in General Meeting, income and expenditure accounts for the period since the last preceding account together with a balance sheet made up at the same date

11.4 The financial year of the Club shall be from October 1st to September 30th

12 Audit

12.1 At least once in every year the accounts of the Club shall be examined and the correctness of the income and expenditure accounts and the balance sheets ascertained by one or more auditors

12.2 The auditor(s) shall be appointed at the Annual General Meeting of the Club and shall not be a Committee member nor an immediate past Committee member

13 Notices

13.1 Each member shall from time to time notify the Club Secretary of an address to be recorded as the postal address of the member

13.2 A notice may be served by the Club on any member, either personally, or by mail in a pre-paid letter addressed to the recorded address of that member

14 Tournaments

14.1 The club shall hold annual outdoor and indoor Tournaments and any other archery events that it requires. These meetings may be open or closed, or both simultaneously, but in the case of closed tournaments they shall be available only to members of the club who are entitled to shoot under the GNAS Rules of Shooting.

15 Teams

15.1 The Club may enter representational teams in any suitable events

15.2 Club teams will be chosen in accordance with the procedures agreed by the Club Committee from time to time using mechanisms that are clearly visible to all members

15.3 Club teams will be chosen only from Club members who are entitled to shoot for the club under the GNAS Laws and Rules of Shooting

16 Records

16.1 The Club shall maintain and publish records of the highest score shot in each branch of the sport of archery as defined in the GNAS Rules of Shooting, by any person, while that person was a member of the Club

16.2 Scores achieved by members shall be forwarded to the "named" County Association from time to time as necessary in accordance with the requirements of that body

17 Alterations to the Rules

17.1 Additional Rules may be promulgated by the Club Committee from time to time in the interests of safety and security subject only to the requirement that these Rule changes shall be ratified by the members in General Meeting in due course

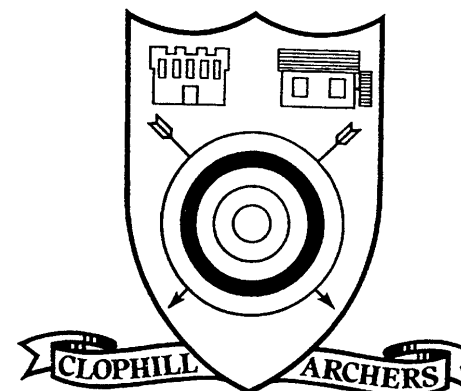
17.2 The Rules of the Club may otherwise only be altered, amended, repealed or added to by a special resolution of the members in General Meeting

17.3 No alterations shall be made to these Rules that would have the effect of putting them in conflict with the constitution of GNAS, or of the Regional and County bodies to which the club is affiliated.

11 Appendix 2 – Club Information Booklet

We acknowledge the permission of the Clophill Club in Bedfordshire to reproduce the text that follows. It is taken from the Clophill Club handbook but it has been re-formatted and is given here without the illustrations that form part of the club publication.

Clophill Archery Club *incorporating* *Clophill Junior Archery Club*



Established 1972

Information Booklet

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1 Introduction

Clophill Archery Club and Clophill Junior Archery Club are two of the twelve archery clubs in the County of Bedfordshire. The club forms part of the Bedfordshire County Archery Association (BCAA) and is affiliated to the Southern Counties Archery Society (SCAS) and the Grand National Archery Society (GNAS) which is the National body.

The club is extremely fortunate in that it has its' own field which is leased on a long-term basis. All the equipment available by raising funds in various ways and much has been constructed or donated by Club members.

The Club is organised by nine hard working Committee members purely on a voluntary basis, with the assistance of Club members. It is emphasised at this point that all Club members are expected to help with the day-to-day running of the Club.

The contents of this booklet are intended as an introduction to membership of Clophill Archery Club or Clophill Junior Archery Club and offer basic information on the sport of archery. All archery clubs affiliated to the Grand National Archery Society are subject to its' rules and regulations with regard to shooting and full details of these can be found in the GNAS Rules of Shooting, a copy of which is available in the Clubhouse or can be obtained from the GNAS office or an archery retailer.

2 General Information

- 2.1 The facility to shoot is offered all the year round on the following basis:

- 2.1.1 During the summer, club nights are held on Tuesday and Thursday evenings until dusk and the season extends from April to September.
- 2.1.2 During the winter (October to March) club sessions are Wednesday from 8.00 p.m. to 10 p.m. and Saturday from 2.30 p.m. to 4.30 p.m. in the Alameda Sports Hall, Ampthill.
- 2.1.3 Club shoots are held throughout the year and information about them is issued from time to time.
- 2.2 Membership of the Club begins on October 1st each year but in order to complete the administration process involved, subscriptions (which also include GNAS Membership) are collected by 31 May each year. Members are notified of the fees due at the appropriate time.
- 2.3 Members are requested to give due respect to all equipment owned by the Club as this has been obtained only by the hard work of Club members.
- 2.4 All members are expected to assist with the erection of targets on the field together with their removal.
- 2.5 New members of the Club are allowed the use of Club equipment during the summer season and by special request can be loaned if shooting away from the club at particular tournaments. Certain equipment can also be hired for a three-month period during the winter season upon payment of a deposit, part of which is refunded on the safe return of the equipment. Further details will be given on request.
- 2.6 GNAS rules specify that the only recognised colours to be worn at certain shoots are plain dark green and plain white. This does not apply to informal club shoots but it should be recognised that members will be expected to comply when attending open shoots organised by the Club. Sweaters etc. with the Club logo can be obtained through the Club Treasurer.
- 2.7 Subject to Club activities, the field is available for members' use at any time. Keys for this purpose can be obtained

from the Club Treasurer on payment of a deposit of £5.00. Please note that only senior club members may use this facility and under no circumstances must individual club members allow guests to shoot without prior permission of the committee.

- 2.8 It will be appreciated that it is impossible to communicate with all club members on a personal basis concerning club activities and members are therefore requested to refer to the notice board for information on each visit to the field.

3 Clophill Junior Archery Club

- 3.1 Junior members are most welcome to the club but must strictly observe all the rules and regulations that apply to senior archers and must be aware of safety rules in particular.
- 3.2 Whilst most senior archers are keen to encourage the progress of juniors in the club, their success will largely depend upon the assistance of parents and their willingness to learn about the sport. In this connection and in the interest of safety, the Club requires that every junior under the age of 16 years must be accompanied by a parent or adult appointed by the parent.
- 3.3 Junior archers normally shoot rounds according to their age group and full details of these can be found in the GNAS Rules of Shooting. Rounds shot above their age group can also contribute towards classifications that are based on the same lines as senior classifications. All Club shoots and many open tournaments provide for Junior rounds and some open tournaments are held exclusively for Juniors. Clophill Archery Club arranges two such a tournaments (one indoor and one outdoor) that are normally held on Saturday afternoons during January and September respectively.
- 3.4 To gain satisfaction with this sport, Junior archers should be encouraged to take part in Club activities and it is essential that they learn about equipment as early as possible, so please do not hesitate to ask.
- 3.5 The committee includes a Junior Coordinator to assist juniors and their parents with junior archery and who will

be pleased to offer guidance in this respect. Certain functions are also arranged specifically for juniors and the coordinator will advise of these.

4 Club Events

Clophill Archery Club attempts to maintain interest in Archery by organising shoots throughout the year in which all members are welcome to participate, whatever their level of ability. These can be divided into summer and winter events as follows:

4.1 Winter

- 4.1.1 During the winter season all club events are held in the Alameda Sports Hall, Ampthill on a Wednesday evening and Saturday afternoon, with one exception that is explained later. In the hall, all archers shoot at the same distance, which is usually 20 yards, but on a small target face.
- 4.1.2 The Club participates in a national postal competition that takes place once a month. In addition, the Club holds its own competitions for various rounds, some of which are based on the GNAS handicap system. Awards are presented for these competitions. Details of the dates will be found on the winter fixture list.
- 4.1.3 The exception to the indoor shoots is that on the first Saturday of every month (weather permitting) a round known as a "Frostbite" (for obvious reasons) is held on the Club field. The round is on a postal competition basis and is always 3 dozen arrows at a distance of 30 metres. This usually takes about 2 hours.
- 4.1.4 Occasionally, "friendly" shoots are arranged on Sundays between Clophill AC and other clubs and these are booked according to the availability of the hall.
- 4.1.5 **N.B.** Soft soled shoes must be worn in the sports hall.

4.2 Summer

- 4.2.1 During the summer, Club shoots are held on most Sunday afternoons (or all day if appropriate), which are exclusively for Club members. Some of the shoots are Club competitions for which awards are presented.

4.2.2 The events are very informal but comply with GNAS rules and are recognised rounds. The scores from these therefore can contribute towards classifications. Inexperienced archers are particularly welcome to participate in these events and targets will be provided at distances according to ability. Explanations of the various rounds are given in the GNAS Rules of Shooting and the dates for the events are according to the fixture list.

4.2.3 Occasionally, arrangements are made for a “friendly” shoot to be held with a neighbouring club and these are organised on the same lines as a normal Club shoot. Special relationships have been formed over a long period of time with certain clubs of neighbouring counties and these shoots are a valued part of the Club calendar. These shoots are often held at the neighbouring club’s venue and are usually followed by tea and sandwiches provided by the host club. Hence, when the shoots are hosted by Clophill AC, members may be asked to contribute towards the provision of refreshments.

4.2.4 Several shoots are also organised by the Bedfordshire County Archery Association. Some of these are open shoots organised by all the clubs on behalf of the County and county archers are also invited to take part. Several other shoots are arranged as competitions between Bedfordshire clubs and cater for archers of all levels of ability.

4.2.5 The various rounds are defined in the GNAS rules of shooting. A summary sheet is also available from the Club Secretary.

5 Open Shoots

5.1 Open events are arranged and hosted by clubs, counties, regions and the national body and archers wishing to participate in these events must complete the appropriate entry form and enclose the necessary fees. Copies of certain entry forms are displayed on the Club notice board and members are generally expected to make their own arrangements in this respect.

5.2 Clophill Archery Club organises five such open tournaments, being two 2-day indoor tournaments and the junior tournament already mentioned during the winter season, a Double American (now being superseded by a FITA900) all day event in the summer and the junior tournament in September.

5.3 Club members may shoot in any of these events but club entries may be restricted subject to entries from other clubs. As most of the Club funds are raised from entries to these tournaments, all Club members will be requested to assist in the running of these tournaments. Details will be given at the appropriate time.

6 Scoring and Etiquette

6.1 Several regulations apply to scoring arrows (they can be found in the GNAS Rules of Shooting). Each colour on the target has an inner and outer ring and the basic rules in scoring are as follows:

6.1.1 The scoring points for hits on the target face for GNAS rounds (yards) are: Gold 9, Red 7, Blue 5, Black 3, White 1.

6.1.2 The scoring points for hits on the target face for metric rounds are: 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.

6.2 No arrows should be touched or pulled from the target until all scores have been recorded and no alterations shall be made on a score sheet to the value of any arrows without the supervision of a judge presiding at the tournament. Scores must always be recorded in ink. Non-compliance with these rules can lead to disqualification of the archer.

6.3 When calling scores, the archer does so in groups of three, starting with highest scoring arrow i.e. “9-7-5” pause “5-3-1”.

6.4 Archers should not talk in a loud voice whilst other are shooting and not talk to another competitor who obviously prefers to remain silent.

6.5 Archers should not make any exclamation on the shooting line that might distract a

neighbour in the act of shooting and it is polite not to walk off the line whilst a neighbouring archer is at full draw.

6.6 Archers should not go behind the target to retrieve arrows before their score has been recorded.

6.7 Archers should not touch anyone else’s equipment without permission.

6.8 Most challenge trophies awarded are valuable and irreplaceable. The holder is responsible for them and for their return at the appropriate time in a clean and fit condition for presentation. It is also customary to have the trophy engraved as appropriate.

7 Classifications

7.1 As an archer begins to shoot classified rounds it will soon become apparent that his/her scores are not comparable with the more experienced fellow archer. In an endeavour to encourage improvement in the sport, awards are given progressive classifications, which are currently 3rd, 2nd and 1st Class, Bowman, Master Bowman and Grand Master Bowman.

7.2 In order to gain the first award, being 3rd Class, the archer must shoot 3 appropriate rounds and attain certain scores. Particulars of these can be found in the GNAS Classification Tables, a copy of which is available within the Club. Experienced archers will be willing to assist in explaining the system further.

7.3 A handicap scheme is also operated which is again attributed to scores. Certain of the Club shoots and some open tournaments are subject to the handicap system, which therefore enables archers of all abilities to compete on equal terms. Details of handicaps and appropriate allowances are also scheduled in the GNAS Classification Tables.

7.4 The Club Records Officer is responsible for retaining records of Club archers’ attainments and it is therefore essential that in order to obtain classifications, properly signed official score sheets or result sheets are passed to him after every shoot for assessment. It is the archer’s responsibility to ensure that this practice is

carried out and a specially marked envelope is available on the Club Notice Board for this purpose. During the winter months, the scores can be handed to the Records Officer personally.

8 Equipment

8.1 Inexperienced archers attending beginner courses will learn from basic training equipment loaned by the Club for this purpose.

8.2 It is advisable to continue to learn with the club equipment until the basic skills are mastered and only then consider the purchase of personal equipment. This may take quite a few weeks.

8.3 Archery equipment is varied and can be expensive. It is with this in mind that care should be taken with Club equipment and most particularly, that care is taken not to handle that of a fellow archer without permission. Juniors should therefore be reminded that an archery field is not a playground.

8.4 Members are expected to return equipment to its proper place in the shed and to keep the equipment shed tidy.

8.5 Before purchasing any equipment it is advisable to seek advice from experienced archers in the club or visit one of the archery specialist shops. There are two of these within 3/4 hour drive from Clophill which are:

8.5.1 Targetcraft, 28B Duke Street, Burton Latimer, Northants NN15 5SG
Tel: 01536 726677

8.5.2 Chiltern Archery, Buckland Village, Aston Clinton, Bucks HP22 5HZ
Tel: 01296 630919

8.6 Several Mail Order catalogues are also available within the Club on request.

8.7 The Club owns 2 videos which may also be of interest and are available for loan.

8.8 It is also suggested that you obtain books from your local library on the subject and in particular “Archery Today” by John Kember-Smith and “Archery in Earnest” by Roy Matthews.

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