

Meriden Archery Club

Forest Grounds, Meriden, West Midlands, CV7 7JS
President: The Rt Hon Earl of Aylesford.



Club Rules

(Effective 1 December 2024 as ratified at the 2024 AGM)

The majority of these rules are specific to Meriden Archery Club, but it should be noted that these are intended to be read in conjunction with the Rules of Shooting and the Shooting Administrative Procedures (SAPs) of Archery GB, the latest version of which can be found on the Archery GB web site (search for 'Rules of Shooting' from the 'Resources' page on their web site www.archerygb.org/resources). The Shooting Administration Procedures and the AGB Safeguarding Policy - Children and Young People can also be found from there. In the case of any conflict Archery GB Rules will override.

1. Shooting:

1.1. Shooting will take place in accordance with the layouts displayed in the Clubhouse. These may change from time to time so changes should be regularly checked for.

Common sense should always be applied and archers must cease shooting immediately if they become aware of someone beyond the rear safety fencing. Archers should be particularly vigilant when shooting is taking place on the grounds of the Woodmen of Arden and when ground maintenance is taking place.

1.2. Target bosses are set out at pre-arranged distances on the field, which will change occasionally to ensure that wear on the field is not concentrated in particular areas. When shooting, however, please note the following guidelines:

1.2.a. Ensure that your boss is firmly pegged down.

1.2.b. Whilst individual bosses may be moved when shooting (see Rule 1.2.d), you should ensure that the field layouts that are displayed in the Clubhouse are complied with, always leaving the safety zone clear. If this is not possible shooting must take place under the control of a Field Captain for the whole field.

1.2.c. After shooting ensure all club equipment is put away tidily and always take the faces off the bosses: faces must not remain on the bosses after shooting.

1.2.d. If a boss has been moved, it must be returned to its original position after shooting.

1.2.e. If a boss is of the type that has a centre ball, ensure that this is rotated regularly and at least after each practise session so that wear is even across its surface. This will maximise the usable life of the centre.

1.3. A shooting programme will be arranged for each year which may specify rounds to be shot.

1.4. All archers shooting in Open Tournaments on the field will comply with the relevant Archery GB regulations with regards to dress (see Rule 307), and appropriate clothing must be worn at all other times.

1.5. If the Club Captain or Vice-Captain is not present, a Field Captain must be elected from the group shooting. The Field Captain is responsible for the safety of members by making sure everyone has finished shooting before anyone crosses the shooting line to collect arrows.

1.6. All 'Have-a-Go' Sessions and Beginners' Courses must be approved beforehand by the Committee. Friends and family are not allowed to 'have-a-go' on an informal basis.

1.7. On occasions that external bodies request to hire the facilities of the Club they will be restricted to the agreed shooting areas for the specified times.

1.8. If you see people on the field who you think may not be members, please find out who they are. All Shooting Members of Meriden Archery Club will be issued with a 'Club Tag' for the current year on payment of the necessary fees and which should always be displayed when shooting. This indicates to other shooters that they are fully paid up, have Archery GB Affiliation, and are thereby covered by the necessary insurance arrangements.

1.9. In any one Membership Year guests of senior Members may shoot on our grounds on up to 12 occasions for a fee of £10 per visit. The fee for visitors who are under 18 (as of the previous 1st October) will be £5. A maximum of 2 visitors may be signed in by a senior member for any one session. A single visitor may use a qualified certified AGB coach who is not a member of Meriden AC, although if there are 2 or more visitors being coached this must be agreed beforehand by the Committee.

In order to shoot visiting archers and coaches must prove that they have current affiliation to Archery GB or a society affiliated to World Archery, that they are a resident of the UK, sign into the Visitor Book in the club house before shooting commences and be signed into the book by the Club Member of whom they are a Guest, who must remain with the Visitor whilst they are shooting.

Visitors who are currently members of the Archery GB academy schemes and who have been allocated a Meriden performance coach may visit on 24 occasions during the academy year to receive coaching for a fee of £5 per visit. Meriden performance coaches may sign in up to three archers per session. Visits outside of these coaching sessions shall not be permitted.

1.10. Archers applying for membership of the Club who have been deemed safe to shoot after an assessment and who have paid all necessary fees, including affiliation fees where applicable, may shoot as visitors without paying the fee outlined in 1.9 and for unlimited times until their membership is either accepted or declined by the Committee at the next Committee Meeting.

Beginners will need to have undergone a recognised Beginners' Course and successfully completed a post-course safety assessment. In order to ensure consistency in assessment the Committee will nominate a single named coach to be responsible for all assessments. If the named coach is unavailable for a period of time, that person may nominate a qualified coach as substitute for that period only.

1.11. Scores for outdoor rounds shot on the main field or indoor rounds shot on club grounds by Club Members should be submitted to the Records Officer either via the boxes located in the Club House and indoor range or by email. For Open Tournaments scores may be submitted by email on the official score sheets. Scores will only be accepted when they are shot on the main field (outdoor) or club grounds (indoor) and are written on properly completed Club or other Archery GB approved score sheets, signed by the archer and scorer.

1.12. Meriden Archery Club shoots a clout approximately once per month. In addition to the Archery GB Clout Rules, the following Rules will be adhered to:

1.12.a. The shoot will consist of enough people to ensure the required gate coverage whilst a detail is shooting.

1.12.b. A Field Captain will be assigned to control shooting and communicate with the Gate Keeper.

1.12.c. Whilst shooting is in progress the drive access will be roped off.

1.12.d. At least one person (the Gate Keeper) will be responsible for the drive access and monitor the access road, cottage, access from the club car park and the shooting range.

1.12.e. A whistle or other suitable audible device will be used to advise the Field Captain when it is safe to permit shooting (one blast) and when shooting must cease immediately (two blasts).

- 1.12.f. Whilst shooting is in progress access from the club car park will be roped off from the Judges' Hut across the road and a cone placed in the middle of the road.
- 1.12.g. Archers who have not shot clout before must declare this to the Field Captain before shooting commences so that instruction can be given.
- 1.12.h. Shooting in the Paddock is permitted only up to 30 metres.
- 1.12.i. Persons moving beyond 30 metres in the Paddock (e.g. to retrieve arrows) will only do so when the clout shooters are scoring.
- 1.12.j. Compound bows may not be used for clout.
- 1.13. Any shooting taking place on the Field Course must be done in line with the following:
 - 1.13.a. All Archery GB and World Archery field rules apply when using the Field Course.
 - 1.13.b. Entry to the wooded area that contains the Field Course must only take place through the Field Course entrance that leads off the grounds' main access drive close to the boundary with the Old Birmingham Road
 - 1.13.c. All targets must be resting on the ground and bows only drawn while pointing at the target.
 - 1.13.d. The Field course must not be used in high winds.
 - 1.13.e. A red and yellow flag must be placed in the cone at the entrance to the course. This will be kept in the Clubhouse near to the fire door and should be returned there when shooting has finished.
 - 1.13.f. The Field Course must be checked prior to shooting taking place to check the location of other archers and ensure they are not in line with any targets.
 - 1.13.g. All targets have been set in pre-determined positions and must not be moved.
 - 1.13.h. Any archer found using the Field Course in an unsafe manner, or in such a way that a stray arrow could go beyond the perimeter fence, will be subject to disciplinary action.

2. Membership:

- 2.1. Any Member who has not renewed their Membership by their membership anniversary date by paying the necessary fees will not be permitted to shoot until such fees have been paid. Under these circumstances the lapsed member is no longer a member and is not entitled to attend any meetings that may take place or receive any correspondence from the club and may be denied access to the Members' web page until membership is renewed.
- 2.2. A Member whose Club Membership has lapsed has 6 weeks in which to renew their Membership without the need to formally reapply.
- 2.3. Meriden Archery Club is affiliated to Archery GB, The County of Warwickshire Archery Association (CWAA) and West Midlands Archery Society (WMAS). All members affiliating through Meriden are required to pay the necessary fees which will be indicated on the Membership Renewal and Application Forms.
- 2.4. Once Membership has been renewed or, in the case of new Members, an application has been accepted by the Committee, Members of Meriden Archery Club will be supplied with a 'Club Tag' for the current year. All Shooting Members should display their 'Club Tag' at all times when shooting. This indicates to other shooters that they are fully paid up, have Archery GB Affiliation, and are thereby covered by the necessary insurance arrangements.
- 2.5. Any Member choosing to affiliate to Archery GB through another Club, or through Direct Membership of Archery GB, must submit a copy of an official receipt or Archery GB Card as proof of affiliation with their application or Renewal Form before membership is confirmed

and a 'Club Tag' issued. Under Archery GB Rules, any Member who has not renewed their Affiliation with Archery GB is not insured to shoot.

- 2.6. Junior Members must be accompanied by a parent/guardian or nominated supervising adult. This person may be a shooting Member of the Club, who must supervise the Junior Member whilst on and off the line. If shooting they must shoot in the same detail at the same target and the Junior member must shoot in a position directly adjacent to and in view of the adult. They must both leave the line at the same time. This also applies to an adult with more than one Junior Member.

If the supervising adult is not a shooting member then that person must pay the appropriate fee for a Non-Shooting Supervising Adult and, **in addition**, the Junior Member may only shoot when an Archery GB Member is present. The full name and address of the supervising adult must be provided with the Junior Member's renewal/application.

- 2.7. Students who have been Members themselves and who are relatives of current Members, provided that they are affiliated to Archery GB either through Meriden AC or as members of their University or College Archery Club, may shoot at the Club during vacation periods. Anyone wishing to take advantage of this concession should apply for Membership or Renewal in the usual way, ticking the appropriate checkbox.
- 2.8. The Committee may, under special circumstances and on an occasional basis, agree membership for students not associated with the Club, but who are affiliated to Archery GB.
- 2.9. Applicants for membership of Meriden Archery Club are not considered Members of the Club until such time as their application has been approved by the Committee.
- 2.10. Existing Members may apply via the Membership Secretary for Suspended Membership, which may be agreed at the discretion of the Committee for a maximum period of 2 years.
- 2.11. The total membership numbers of the Club are limited by the terms of the Club's Lease with Packington Estate Enterprises Ltd. If the membership numbers reach the stated figure, then no further applications (whether from new or renewing members) will be considered unless membership numbers fall through members leaving the Club, when membership will be reopened until it reaches the agreed level..

3. Finance:

- 3.1. The number of signatories for the Club Bank Accounts will be no more than four, each being designated 'role holders' on the Committee as outlined in the Club Constitution. At least one signatory will be a 'non-spending' member. A signatory must not authorise a payment if the beneficiary of the payment is related to that signatory. In this case the payment must be authorised by two from the remaining signatories. No payment may be authorised by two signatories who are related.
- 3.2. Any item of major expenditure greater than £2500 for a single transaction will require, where practicable, at least 2 comparable quotes to be obtained before authorisation is given by the Committee. The specifications for such work will be detailed in the Committee Minutes and displayed in the clubhouse for a minimum of 2 weeks.
- 3.3. The committee may consider requests for charitable or philanthropic donations where such requests meet the following criteria:
 - 3.3.a. All requests for donations must be in writing by the person making the request.
 - 3.3.b. The application must include a summary of how the money will be used. For a registered charity a statement of the charity's registered purpose will suffice.
 - 3.3.c. The application must include a statement as to how the use of the money will benefit the club, i.e. the applicant must demonstrate that the donation will either further the constitutional aims and objectives of the club, or benefit members as a whole in some other way.

- 3.3.d. Payments which would only benefit individuals will not be considered. In this case the committee may agree to circulate information about the request to members so that they may make a personal choice about whether to make an individual contribution.
- 3.3.e. In considering such applications the committee must consider its obligations to any external funds the club has benefited from, and what is a reasonable sum to expect members to donate from their subscriptions.
- 3.3.f. Where members' funds are dispersed under this section the recipient (if not a registered charity) must be required to provide a report outlining how the funds were actually spent and confirming how it benefits Meriden Archery Club.
- 3.3.g. For the avoidance of doubt, requests for financial support for coaching courses, child protection courses, or other training will be deemed to satisfy points (b) (c) and (f) above, providing that the applicant agrees to use those skills within Meriden Archery Club.

4. Disciplinary Procedure

- 4.1. Prior to a formal grievance or complaint process being initiated, attempts at resolution of the issues should be made between all parties and if necessary under the mediation of the Committee.
- 4.2. Any unresolved incident shall be reported to the Chair as quickly as possible and documented.
- 4.3. The Chair may ask a member of the Committee to carry out a confidential investigation, including the acquisition of statements from those involved and any witnesses. The findings of any investigation will be reported to the Chair.
- 4.4. The Chair shall determine whether a formal disciplinary panel (DP) is required.
- 4.5. If a disciplinary panel is convened, it shall be made up of four club members, led by the Club Captain, five members all told.
- 4.6. The respondent(s) may arbitrarily object to two of the DP, who may be replaced. They may also request an alternative leader of the DP, giving reasons.
- 4.7. The DP shall meet to consider the case, and may call in advice, witnesses and expertise from any competent source. The DP will also be made aware of the findings of any investigation carried out under 4.3.
- 4.8. The DP shall recommend one of the following outcomes.
 - That no action be taken
 - To issue a verbal warning
 - To issue a written warning
 - To issue a final written warning
 - To suspend the member(s) concerned for a specific period
 - To terminate the membership of those involved
- 4.9. Both the Committee and the respondent shall be bound by a majority recommendation from the DP.
- 4.10. The Committee shall play no part in the deliberations of the DP, other than as requested by it.
- 4.11. Where termination of membership is recommended, the member(s) concerned shall have a right of appeal as detailed in the club constitution.
- 4.12. Where any of the committee officers specified above are unable to participate in the process, or have recused themselves, the committee shall appoint another individual to take over that role.

5. General:

- 5.1. The Club relies on members to be proactive in doing their bit to help their Club throughout the year:
 - 5.1.a. Contributions are needed to keep the grounds, indoor range, paddock, toilets, club house and kitchen clean and tidy. Help is also needed to prepare for, run and clear up after shoots, tournaments and other events.
 - 5.1.b. The expectation is that members will contribute the equivalent of a day's work in any Club year as described above or in other areas that help to support the Club.
- 5.2. Members will be asked to record their contributions to the Club in Section 2 of the Annual Membership Renewal Form. Failure to meet the requirements outlined in Rule 5.1 may result in an individual's membership renewal not being accepted.
- 5.3. Only social dogs (people & animal friendly) are allowed on the grounds and in the Clubhouse, and they must always be accompanied by the dog's owner and be suitably controlled to ensure the safety of all present at the Club (e.g., kept on a short non-extendable lead or be immediately responsive to commands, as appropriate for the dog's temperament).

Dogs are not allowed in the Indoor Range.

Dogs may not be exercised on the field itself and when on the field whilst shooting is taking place must always be securely tethered behind the waiting line. Any fouling of the grounds must be removed at once by the person responsible for the offending animal. The owner remains fully responsible for their dog.
- 5.4. Smoking and vaping in the Clubhouse, Indoor Range or Paddock is not permitted. Smoking outside the clubhouse is allowed in the car park and on the area behind the access road from the shooting line. Cigarette butts and other litter should be disposed of appropriately.

For clarity, the term smoking applies to anything that can be smoked, including cigarettes, pipes, cigars, vaping devices and herbal cigarettes.
- 5.5. The Club cannot host more than twelve open archery events in a year, in line with the terms of the lease for the grounds. Permission must be sought from the Woodmen of Arden in advance of the shooting year to use and rope off their ground as an overshoot for these tournaments where required.
- 5.6. Those members who generously give of their time to coach at Meriden Archery Club are covered by Archery GB insurance. Any person who coaches for reward at the club must have their own separate insurance and written permission of the Committee to do so. Such permission will not ordinarily be given because use of club grounds and equipment for a commercial purpose is not considered to be within the ethos of the club.
- 5.7. The loan of Club equipment taken away from the premises must be authorised in writing after a request to the Committee. The Committee will consider the reason for the use of club equipment off Club premises, and whether a charge should be levied. Any equipment lent to Club Members by Club Coaches must be signed out in the 'Equipment Book'.

*Effective 1 Dec 2024, as ratified at 2024 AGM
AS/v1.0/011224*