



CONSTITUTION

1.	Name	The club shall be known as the Crawley Archery Club, incorporating the Crawley Crows
2.	(a) Objects	<p>The purpose of the club shall be the practice and promotion of archery, good sportsmanship and good fellowship.</p> <p>This club, Crawley Archery Club, believes that when dealing with children and young people their welfare must always be of paramount importance. We are committed to providing an environment where children and young people can learn and participate in archery free from harassment and abuse. All those people working with children and young people have a moral responsibility to safeguard and promote a child and young persons' welfare. This club has adopted the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults to ensure peace of mind for adults, children, young people and vulnerable adults.</p>
	(b) Status and winding up	Crawley Archery Club is a not-for-profit organisation that exist for the benefit of their members or community and preclude the distribution of profits to members or shareholders. Upon winding up, any remaining assets after settlement of debts and liabilities will not be paid to members but shall be donated to Sussex County Archery Association in order to assist with the development of archery within the county of Sussex.
3.	Constitution	The club shall consist of Chairman, Secretary, Treasurer and shooting members and non-shooting associates. It is desirable to appoint both a non-executive President and Vice President and for the club to have Coaches.
4.	(a) Club Committee	<p>The management of the club shall be by the club committee, formed of the club officers as follows:-</p> <p>Chairperson (Senior Officer) Secretary (Senior Officer) Treasurer (Senior Officer) Records Officer Target Representative Field Representative Club Captain.</p> <p>The following non-voting positions will form the committee for reporting purposes:</p> <p>Members fulfilling the role of League and/or Tournament Organiser for any Open event. Child Protection Officer Equipment Officer Communication Officer</p>
	(b) Re-Election	A term of office will be one year. Committee members must then be re-elected for a further term.
	(c) Quorum	A quorum shall exist of four officers, one of whom shall be a Senior Officer. Any member of the club can attend meetings in a non-executive position.
5.	Minutes.	These must be taken at each meeting.
6.	(a) AGM	There shall be a General Meeting, to be held in May of every year, to elect officers; approve the rules of the club and any resolutions that may be put to the meeting.
	(b) Quorum	A quorum shall consist of four club officers at least two of whom shall be senior officers (illness and other exceptional circumstances accepted) together with ordinary adult members such that the total is not less than 35% of the total adult membership.
7.	Calling Meeting.	Committee meetings shall be held quarterly, with additional meetings as deemed necessary by the committee. Extraordinary meetings can be called at seven days notice. Meetings to be called

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		by the secretary, or in exceptional circumstances, a Senior Officer.
8.	Proposals for AGM and Meetings	Proposals to be discussed at committee or general meetings should be received by the Secretary at least 7 days in advance. The Committee meeting agenda will be displayed to all members prior to the meeting
9.	Accounts	The accounts of the club shall be submitted to the Annual General Meeting and a quarterly summary will be made available at meetings.
10.	Voting	All full members shall be entitled to vote at meetings. A resolution shall be carried by a simple majority of votes cast and in the event of a tie the chairperson shall have a casting vote.
11.	Membership	Membership shall be granted by providing evidence of Archery GB membership, or evidence of having completed a beginner's course that follows the recommendation of Archery GB, and the completion of the Membership Form. The committee retain the right to refuse membership, in respect of which no reason shall be required to be given by the committee.
12.	Subscriptions	<p>The subscriptions for the forthcoming year shall be determined by members at the AGM. Payment letters (invoices) will be raised on 1st June for payment no later than July 31st. The affiliation (to ARCHERY GB, etc) portion of the subscription is subject to alteration(s) as and when it occurs. Fees for new members will be pro-rata for the appropriate period of the current year.</p> <p>If a members subscriptions are outstanding after one month following the July 31st payment date, they shall be considered in arrears and be ineligible to shoot. Should subscriptions be outstanding after two months then the membership of the club shall automatically lapse.</p>
13.	Visiting Archers	Upon invitation visiting archers may shoot subject to reasonable proof of membership of ARCHERY GB and payment of a target fee of an amount as determined by the club committee.
14.	Unresolved dispute procedure	<p>Where there is an unresolved dispute, a member may bring the dispute to the committee's attention, and a special meeting of the committee and the individuals involved will be held in order to resolve the dispute. Where the dispute is with or between elected committee members, the committee member(s) will stand at the meeting as a member, and not as a part of the committee. The President will arbitrate where necessary, and the committee's judgment will be final.</p> <p>Expulsion from membership shall also be the responsibility of the committee which shall give due reason and, where appropriate, warning prior to such expulsion.</p>
15.	Affiliation.	The club shall affiliate itself with the Grand National Archery Society (ARCHERY GB), the Southern Counties Archery Society and the Sussex Archery Association and shall abide by their rules.
16.	Shooting	<p>Club rules must be adhered to.</p> <p>ARCHERY GB / World Archery rules apply at all times.</p>
17.	Crossbows.	<p>A maximum of four crossbow archers be allowed to be members of Crawley Archery Club, subject to the following conditions;</p> <p>That, unless already proved to be an experienced recurve or compound archer, any person requesting crossbow membership should complete a course in basic archery with a recurve bow so as to learn the basic skills, etiquette and safety procedures.</p> <p>That having completed such a course (if necessary) an application for membership should be required to shoot regularly within the club for at least 12 months with a recurve or compound before taking up crossbow shooting.</p>



		That all crossbow shooting within the club be conducted in accordance with the regulations of ARCHERY GB
18.	(a) Whistleblowing	<p>Crawley Archery Club is committed to the principles of operating in a legal and ethical manner, and has established policies and procedures that form the basis upon which it conducts itself. Crawley Archery Club is also committed to complying with all relevant laws and regulations that apply to both Crawley Archery Club and its members. Crawley Archery Club is dedicated to the prevention, avoidance, detection and investigation of non-compliance within its own operation. The committee has overall responsibility for the policy on whistleblowing.</p>
	(b) Fraud detection and prevention	<p>The committee is responsible for taking reasonable steps to prevent fraud, including review of financial procedures and the accounts of the club.</p> <p>The bank mandate shall include the three senior officers of the club and two signatories should be required for cheques. Online payments are permitted with the agreement of the signatories and should be reviewed regularly as part of the accounts review.</p> <p>In the event that any member or committee member suspects fraud may have occurred or be occurring, they should report this to the committee under the terms of the whistleblowing procedure.</p> <p>Where the member believes that the committee members to whom a report would be made are involved in the suspected fraud, a report should be made to Archery GB.</p> <p>The term fraud is used to describe a whole range of activities such as deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts and collusion. Generally, however, fraud involves the intention to deceive a person or organisation in order to obtain an advantage, avoid an obligation or cause loss.</p>
19.	Equality Policy	<p>This Club is committed to the Archery GB equity policy ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity: Sports equality is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.</p> <p>The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.</p> <p>The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.</p> <p>All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.</p> <p>The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.</p>
20.	(a) Data protection	<p>The committee will take all reasonable steps to protect the personal data held about each member of the club, including not passing or selling the data to third parties.</p> <p>Committee members have access to the membership data, the maintenance of which is the responsibility of senior officers.</p> <p>Where membership elapses, data will be deleted where it is no longer required by the club.</p>



	<p>(b) Membership data</p>	<p>The membership data is a document holding information about each club member for the purposes of Archery GB membership submission requirements and for the purposes of communications within the club, as stipulated under the social media and e-mails policies.</p> <p>The data held includes:</p> <ul style="list-style-type: none"> - Archery GB number - First name, surname - Address, postcode - Date of birth (where relevant/applicable) - Membership type for past 2-3 years where applicable - Date joined - Contact telephone numbers - Guardian/parent name (where applicable) - E-mail address - Payment status <p>Members are responsible for ensuring all information is accurate and up to date. Any changes should be communicated to the senior officers of the club.</p>
<p>21.</p>	<p>(a) Social media</p>	<p>This Online Media Policy relates to Crawley Archery Club Facebook and the Crawley Archery Club website and includes content ('content' includes: posts, text, images, videos, audio and news articles) on any online media and the creation, distribution or amplification of content:</p> <p>www.facebook.com/CrawleyArcheryClub www.crawleyarcheryclub.co.uk and the two other domain names related to the club: www.crawleyarcheryclub.com and www.archeryinfo.co.uk and the Facebook page: www.facebook.com/CrawleyArcheryClub</p> <p>The club owns these online media addresses and URL's, in addition to all the content on the website and Facebook unless otherwise credited.</p> <p>This social media policy is designed to encourage the appropriate and effective use of online media platforms, as well as provide guidelines for all members to exercise personal responsibility when using online media.</p>
	<p>(b) Code of conduct</p>	<p>Condition of membership of Crawley Archery Club automatically means agreement with the code of conduct and therefore links to the disciplinary procedure, giving the Club the right to take appropriate action in the event of individuals/members breaching the terms of the policy.</p> <p>Crawley Archery Club members are firstly expected to follow the Club rules and Constitution when interacting with the Club's Facebook page and follow the Code of Conduct / Online Media Policy.</p> <p>These guidelines are in place to ensure effective and appropriate usage. When using online media:</p> <p>Members:</p> <ul style="list-style-type: none"> · Can engage with media platforms on a regular basis where appropriate · Use appropriate language. Post meaningful, respectful comments - in other words, no spam and no remarks that are off-topic or offensive. · Must think before posting any information online · Ensure that their profile and any content they post are consistent with the professional image of the Club and it's members · Only use Crawley Archery Club email addresses, unless given permission to use personal email. · Only post images or video of Adult members who have given their permission. No images or



		<p>video of Junior members is allowed.</p> <ul style="list-style-type: none"> · Know and follow the Club's Code of conduct, Clubs rules and Constitution. <p>Members will not:</p> <ul style="list-style-type: none"> · Harass or bully any individual; upload content deemed disruptive, threatening, abusive, harassing, obscene, libelous or an invasion of an others privacy · Use Crawley Archery Club name in a derogatory manner or defame or disparage Crawley Archery Club or any individual / organisation or another club · Upload content deemed confidential by Crawley Archery Club or disclose personal information about an individual which may breach Data Protection requirements · Infringe the intellectual property of any company/individual – this can create liability for you and Crawley Archery Club · Use Crawley Archery Club logos, brands or images without Crawley Archery Club prior written consent · Use inappropriate/irrelevant hashtags, tags or links (URLs) · Post personal messages through Crawley Archery Club on any online media platform · Breach any other laws or ethical standards (for example, never use online media in a false or misleading way, such as by claiming to be someone other than yourself or by making misleading statements) <p>Also the “misuse” of online media includes claims in respect of:</p> <ul style="list-style-type: none"> - infringement of intellectual property rights; - defamation – libel; - breach of privacy/data protection issues - and any issue covered by Child Protection <p>Implementation of this Online Media policy is by the committee. Code of Conduct will be covered by: The Human Rights Act 1998 gives a 'right to respect for private and family life, home and correspondence' and The Data Protection Act 1988.</p>
	(c) Breach of these policies	<p>Breach of this policy could result in disciplinary action by the committee in accordance with the Club Constitution.</p> <p>Any person suspected of committing a breach will be required to co-operate with the Club's investigations, which may involve handing over relevant passwords and login details.</p>
	(d) E-mails	<p>Emails which are sent out by secretary, covered by these policies.</p> <p>Email addresses obtained by the club will never be shared or sold to third parties and email subjects will be within these policies. Emails can be changed or removed as requested.</p> <p>Emails sent by these addresses listed must be used for Club use ONLY and not personal use. Email sent by these address must also be subject within these policies listed.</p> <p>enquiries@crawleyarcheryclub.co.uk chair@crawleyarcheryclub.co.uk secretary@crawleyarcheryclub.co.uk treasurer@crawleyarcheryclub.co.uk records@crawleyarcheryclub.co.uk cpo@crawleyarcheryclub.co.uk captain@crawleyarcheryclub.co.uk field@crawleyarcheryclub.co.uk western@crawleyarcheryclub.co.uk coaches@crawleyarcheryclub.co.uk committee@crawleyarcheryclub.co.uk</p>

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22.	Health and Safety	<p>All members should be aware of their surroundings and make notes of the emergency contact details posters available at the shooting sites.</p> <p>Members are required to take reasonable steps to protect themselves and others from injury and must obey all instructions from field captains when shooting.</p>
23..	APPENDIX A	Club Rules.



APPENDIX A: CRAWLEY ARCHERY RULES

A Crawley Archer must:-

1. Follow the GNAS and FITA rules of shooting as laid down in their respective manuals, particularly in etiquette and safety.
2. A parent\guardian must stay with a junior archer at all times. The Junior may only shoot while in the company of other archers, on a club day or other GNAS organized event.
3. Drive slowly and carefully when entering and leaving the private property on which we shoot.
4. Park with care and consideration at all grounds
5. Assist with setting up and taking down of targets and safety equipment (as necessary).
6. The tractor must only be driven by members who have been authorized to drive it, and do so at their own risk.
7. No one is allowed to ride on the tractor trailer at any time.
8. The use of crossbows on club courses is not permitted unless express permission is granted by the owners of the grounds.
9. The use of 100% carbon arrows on the target ground is not permitted.
10. Ensure you finish your archery session with the same number of arrows as when you started. Thoroughly search for any arrows that are missing.
11. Assist other archers in finding lost arrows.
12. Where an arrow is lost and a reasonable but thorough search has not found it, then details (identification and approx location) are to be reported and recorded. (Details are in the lock-up at the Target Ground).
13. Cover all Field butts after use.
14. Remove faces from bosses before putting them away.
15. Keep storage tidy.
16. Ensure club property is locked and secure.
17. Take responsibility for engraving (where appropriate) any trophy won. The club will refund the cost of engraving if the claim is made within one month of the trophy being presented. Backdating of engraving will only be allowed if a later entry has not been made. In this event, the cost is to be met by the archer.
18. Ensure ICE (In Case of Emergency) details and a whistle are always kept in your quiver. All medical conditions & medication must be stated on the ICE.