

# **PORTSDOWN ARCHERY CLUB**



## **Club Rules November 2023**

*Notes: This current Rulebook was approved by the Committee in November 2023*

*This Rulebook is for the governance of Portsmouth Archery Club (the 'Club') to ensure the safe enjoyment of the sport of Archery. All members are expected to know and abide by its contents.*

*Members are required to ensure that visitors abide by these rules and AGB safety standards.*

1. CONTROL OF SHOOTING (see also Archery GB Rules of Shooting)

- a) The Field Captain (or, in his/her absence, a member on the Assistant Field Captains list) shall be responsible for the conduct of the shoot. If none are available, then the members present shall designate an Acting Field Captain for the shoot. In the interest of safety, the Club shall encourage any member interested in assisting in the role of Field Captain. Suitable training and assessment of experience for the role will be given. A list of members names, able to take on the role, will be posted on the notice board for guidance to all Club members.
- b) All shooting shall take place from the shooting line. On no account is an arrow to be drawn in front of the shooting line.
- c) No one shall shoot when others are in front of the shooting line.
- d) One archer must remain in front of the target if others on the same target are searching for lost arrows.
- e) A bow (or practice aid), shall not be drawn except on the shooting line and in the direction of the target.
- f) Any archer not shooting must retire behind the waiting line and remain as quiet as possible.
- g) A junior member may not shoot unless an adult member of the Club is present.
- h) Archers shall observe the Code of Etiquette for archery at all times (see AGB rulebook).
- i) On the call of FAST! (by any archer), all archers shall repeat the word and immediately remove arrows from their bow and return behind the waiting line. Shooting shall recommence only on the command/whistle of the Field Captain. (One whistle to shoot, three to collect arrows).
- j) A "Split Field" is allowed and treated as two ranges, with a minimum distance between each range of 20 yards, and agreement of all archers present.

2. GENERAL

- a) Every member is expected to assist with the laying out of the field and before leaving, the putting away of all equipment used. If arriving late for a shoot, archers shall put up their own target, in a way which does not interfere with the shoot in progress. Archers arriving late will not be permitted make up missed ends.
- b) Members finishing a shoot before the main shoot is complete, are responsible for putting away their own target. Juniors should seek the help of an adult.

- c) Members shall sign in on the target list in order of arrival. The Field Captain has the final say in case of a dispute. On Competition/ Tournament days, the Field Captain may allot members to targets.
- d) The setting up and taking down of archery equipment is not permitted in the Clubhouse.
- e) No personal property is to be left on Club grounds. PAC cannot accept liability for any loss or damage, howsoever caused.
- f) Any loss or damage to Club equipment must be reported to a committee member as soon as possible. Members shall be held responsible for any loss or damage caused by negligence or non-adherence to Club rules.
- g) Children on the premises shall at all times be kept under the control of a parent or parental representative. Any damage caused by a child shall be made good by the parent(s) concerned.
- h) On days when beginners courses are being run, beginners will have priority over allocation of targets and the members running the course will have control of the field.
- i) Crossbows may not be shot within the confines of the Club.

### 3. ETIQUETTE

#### *A GOOD ARCHER WILL.....*

- a) Arrive at least 30 minutes before the start of a Club shoot.
- b) Help to set up and take down targets, to the best of his/her physical ability.
- c) Call scores in groups of three, highest scoring to lowest, pointing to the arrows as he/she calls. Arrows or the target face must not be touched until the target captain confirms that all scores have been recorded.
- d) Remain on the line with the last archer shooting.
- e) Thank the scorer and the Field Captain at the end of the round.
- f) Offer to pay for equipment damaged or broken accidentally.
- g) Keep noise to a minimum while others are shooting.
- h) Avoid talking to a member who obviously prefers to remain silent.
- i) Not talk or make any exclamations while on, or leaving the shooting line.
- j) Stay in front of the target until his/her score has been recorded.

- k) Refrain from comparing scores across targets.
- l) Keep clear of other people's equipment unless given permission.
- m) Help to keep the Club's facilities and ground tidy and well maintained.
- n) Take home any litter or rubbish.

#### 4. DRESS REGULATIONS

- a) Any colour of clothing is permitted. Plain or archery related is recommended. Tops or shirts must cover the front and back of the body (including the midriff when at full draw), they must not be strapless and for gentlemen, must include sleeves.
- b) At Club competitions and tournaments, archers are expected to wear Club colours which may include the Club logo. No blue denim or khaki/combat clothing is allowed.
- c) Footwear must cover the whole foot (no open-toe sandals or shoes are permitted).
- d) Remember to dress comfortably, in clothes that do not interfere with your bowstring. Also take into account the weather forecast, as extra layers and waterproofs may be required.

#### 5. INCLEMENT WEATHER

- a) On competition/tournament days, shoots shall be completed even in inclement weather, unless conditions pose a danger under Archery GB Rules of Shooting.
- b) When a shoot is abandoned due to adverse weather conditions, the placings and prizes shall be awarded on the cumulative score at the conclusion of the last full end shot by the competitors, by instruction of the Judge.
- c) Club dress rules do not apply to clothing worn during inclement weather, provided that the weather has been so declared by the Field Captain or Judge.

#### 6. CLUB RECORDS

- a) A complete list of all current Club records shall be maintained. The Club has a Golden Records account, where scores are recorded and handicaps calculated. Members will be given a personal login on request.
- b) Record claims and personal best must be entered on the RO (Records Officer) sheet, or on Golden Records. Records may be claimed for any single round shot. Only the first of a double round may be claimed on any one day.
- c) Any archer (junior or senior) making a record claim must be a current member of the Club.

- d) The record must be shot on the Club's ground (or indoor venue) at a Club shoot, under AGB Rules of Shooting.
- e) Club records may be established, according to age. Age related rounds are shown in the current AGB Rules of Shooting. Junior round records (all rounds designated Junior or Short Junior, plus Metric 3, 4 and 5) must only be recorded for archers in or below the correct age group.
- f) A junior may hold a record in a round designated for a higher age group.

## 7. FINANCIAL CONTROLS

- a) The Committee will from time to time set the level of financial reserves to be retained by the Club for unexpected costs. This will equate to approximately the cost of running the club for 2 years.
- b) All expenditure will be approved by the Committee. Payments will be supported by an invoice or receipt. Where possible payments are to be made directly by the Club and not through a member's personal account or credit card. Payments will not be made in advance for goods or services unless there is an overwhelming case for doing so.
- c) Only the Treasurer is permitted to make payments on behalf of the Club. The committee will decide from time to time who should have access to the online bank account. This will include at least one other person with full access, which is only to be used in the event of the Treasurer being incapacitated. Read only access may also be given where a particular Committee role needs visibility of payments being received (for example the Membership Secretary).
- d) Projects will be controlled and prioritised by the Club's Investment Plan which shall be made available to all members for comment. The scope and budget of individual projects will be agreed by the committee. Once a project is authorised to proceed, at least 2 quotations will be obtained. The quotations will be assessed by the committee and the best value offer will be accepted.
- e) All cash received is to be recorded in a central receipt book stored in the club house. The receipt book will have 3 copies. The top copy (receipt) to be passed to the person paying the money. The second copy is to be passed with the cash to the Treasurer. The third copy remains in the receipt book.
- f) Bank deposits are to be itemised on a paying in slip. Bulk deposit methods are not be used.
- g) When members make payments to the club, the preferred method is BACS, followed by cheque and then cash. Payments shall be made in advance. So, for example, goods such as clothing and keys, will not be released until payment has been received.

- h) If any member shall attempt to defraud the Club by knowingly and/or deliberately withholding payments rightly due to the Club, or by removing property belonging to the Club without authorisation, then the matter shall be referred to the committee to be dealt with as a disciplinary issue in accordance with the Club's constitution.

## 8. CLUB PROGRAMME

- a) Club shoots, take place Sunday mornings, plus additional times decided from time to time by the committee, to take account of demand and the seasons.
- c) A varied Club programme will be produced each Summer and Winter for Club shoots. Suggestions from members are always welcome.
- d) The Summer programme will include a Club Championship Competition.
- e) Where possible and to respect the Club history, Club Challenge Trophies/Medals and Annual awards, will be included in the Club programmes
- f) The 252 badge scheme and AGB progress badge awards are run by the Club. Scores should be witnessed but do not have to be at Club shoots to be recorded.

## 9 CLUBHOUSE AND STORE

- a) Facilities are provided for members to improve their shooting and to help maintain their equipment. New archers are encouraged to ask for assistance when required and will be directed to an appropriate source of help.
- b) New members may borrow Club bows and arrows, for use at the Club, at the committee's discretion, until they are able to purchase their own.
- c) It is the members responsibility to ensure that all Club equipment is returned to its appropriate place and safely locked away.
- d) Members may not keep personal archery equipment in the Club store on a permanent basis. Temporary storage may be permitted under exceptional circumstances.
- e) The Club may provide facilities for making hot drinks and refreshments. No food must be left in the Clubhouse. All crockery and cutlery must be cleaned and put away. Members are responsible for ensuring that the clubhouse remains a tidy and hygienic space.
- f) There are also toilets at the Clubhouse. In cold weather, members must ensure that the water is turned off at the stopcock and pipes drained (including flushing the toilets). Toilets must be maintained in a clean and sanitary state at all times.

## 10 KEYS

- a) Members may obtain the Club gate code and Clubhouse keys by application to the Committee, provided that they are senior members, (juniors may not have keys), have demonstrated their competence and have attended 8 Club Shoots. Exceptions to 8 Club shoots, may be made for experienced archers joining PAC from other clubs.
- b) Members requesting keys will be approved as responsible for Club security by the Committee. Key holders must not lend their keys or divulge the gate code to others. When leaving the ground, key holders must ensure that all doors are locked including the 5 lever mortice locks, as this is a stipulated requirement of the Club's insurance.
- c) Key holding members may bring guest archers to the Club on payment, in advance, of the advertised guest fee. The hosting member is responsible for ensuring that the guest has current membership of Archery GB, and that details of the visit are entered in the guest register. On no account may any person who is not an affiliated Archery GB member be permitted to shoot at the Club.
- d) Keys remain the property of the club at all times and must be returned upon request. A refundable deposit is required.