

PALACERIGG FIELD ARCHERS

CONSTITUTION AND CLUB RULES

The name "Palacerigg Field Archers" shall be herein referred to as PFA and be recognised as an equal opportunities club.

GENERAL

- The purpose of the PFA shall be to support and encourage the sport of Field Archery as defined by the constitution of the SCOTTISH FIELD ARCHERY ASSOCIATION (SFAA)
- Fundamental changes to the club should be voted on by the club membership. The quorum for such a vote should be 25%. Changes include but are not exclusive to club logo, constitution and rules.

AIMS AND OBJECTIVES

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in archery.
- To promote the club and Archery within the local community.
- To ensure a duty of care to all members of the club.
- To provide a safe environment to children and vulnerable groups wishing to participate in archery.
- To provide all its services in a fair way to everyone.
- To ensure that all present and future members receive fair and equal treatment.
- To uphold the rules of Archery's Governing Body (SFAA)
- To promote and maintain the highest standards of technical competence and Safety in archery.

MEMBERSHIP

- Membership fees shall be determined by the committee at the AGM and shall be paid promptly on an annual basis.
- The membership year shall run from 1st April to 31st March.
- New members' fees shall be reduced pro-rata to their joining of the club.
- New members shall be accepted into the club on the Induction dates determined by the committee and published at the AGM.
- A new intake will not exceed 12 persons.
- New archers shall pay the indoor fee only but should pay a membership fee on completion of their induction.
- The club will maintain a register of interested persons to be contacted prior to each induction.
- The minimum age is 8 years of age, which must be verified on entry.
- All new archers under the age of 12 years will require to be supervised by a responsible parent or guardian for the first session and for any other time deemed relevant by the Committee.
- A parental consent form will be completed by the parent/guardians for all cub and junior members.

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- All new archers shall be required to become a member of the PFA within 8 weeks of their first session or discontinue their attendance.
- Whilst training equipment will be provided in the early stages, new archers will be required during their initial eight week induction period, to show commitment to the purchase of their own equipment, as the use of club equipment may be withdrawn at the next induction date.
- Club members shall be required to become a member of the SFAA before being permitted to shoot on any SFAA course including the clubs own course at the Palacerigg Country Park.
- PFA members, meeting this requirement will be eligible, upon production of a current SFAA classification card, to gaining access to the Palacerigg outdoor course and issued with the access code to gain entry.
- The Code will remain the property of the PFA and the committee may change this access code at any time.
- Course access codes will not be issued to members under the age of sixteen as persons below this age are not permitted to shoot unaccompanied.
- The access code will not, under any circumstances, be shared by a member with another archer whether a member or a non- member of the PFA.
- Any access issues, such as forgetting the access code, should be addressed to the Course captain or a committee member.
- All members will have access to the relevant code of conduct, Health and Safety documentation, constitution and the child protection policy.
- Members' personal information will be held by the club committee and shall only be used for the administration and communication within the club. This information will not be disclosed to outside bodies without prior consent of the member.
- Each fully paid up member shall be entitled to attend and vote at the Annual General meeting or General meetings. Only senior members are entitled to vote.

MEMBERSHIP FEES

- The membership fees are due on the 1st of April each year.
- This payment should be made in full by the 1st of May of that year.
- The fees will be agreed by a majority vote at the AGM.

OFFICERS OF THE CLUB

There will be a maximum of 8 voting Executive Members of the club

- Chairperson
- Secretary
- Treasurer
- Head coach
- Course Captain
- Shoot organiser
- Child Protection Officer
- One other relevant person

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All officers will be elected at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment, except the Secretary, Treasurer, Chairperson and Course Captain who will be elected for two years.

The Chairperson and secretary will be elected in year one and the Course Captain and treasurer in year two.

The head coach must have a minimum Level 2 SFAA coaching certificate.

COMMITTEE

- The club will be managed through the club committee consisting of a maximum of 8 voting members.
- These posts will include Chairperson, Secretary, Treasurer, Head Coach, Course Captain, Shoot Organiser, Child Protection Officer, and one other relevant position.
- Only these posts have a right to vote.
- The role of the committee is to represent the views of the club membership.
- The club Committee will be convened by the secretary of the club and hold not less than 4 meetings per year.
- The secretary shall keep notes of the meetings.
- The quorum required for business to be agreed at Committee meetings will be four. Each member shall have one vote.
- In the event of a tied vote the Chairperson shall have an additional casting vote.
- The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- The Committee will have the powers to appoint sub-committees as necessary and appoint advisers to the committee as necessary to fulfil its business.
- The Committee members have authority to enter into a contract or agreement if they are authorised to do so by the committee.
- Any payments against club funds should hold the signatures of two of the authorised committee members.
- All club monies will be banked in an account held in the name of the club.

ANNUAL GENERAL MEETING (AGM)

- The AGM shall be held each year at a place and time determined by the club committee, at approximately 12 month intervals, but no more than 13 months after the date of the previous AGM.
- Notice of the AGM shall be given to all members 28 days before the date decided.
- The AGM will receive a report from the Chairperson, Secretary, and treasurer of the committee.
- A statement of annual accounts, inspected by an independent adult member will be presented by the treasurer at the AGM.
- Nominations for officers of the committee, drawn from the membership, will be sent to the secretary 21 days prior to the AGM.
- Election of officers are to take place at the AGM.
- All senior members have the right to vote at the AGM (18 years old).

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- The Chairperson shall have the casting vote in the event of a tie.
- Motions to the AGM shall be received by the secretary, in writing, no later than 21 days prior to the AGM.
- Any amendments to any motion to the AGM shall be received in writing to the secretary no later than 14 days prior the the AGM.

EXTRAORDINARY GENERAL MEETING

An EGM may be called upon the written demand of:

- One third of the membership.
- The Chairperson
- Two thirds majority of the committee.

Notice for an EGM shall be given to club members a minimum of 14 days notice stating the business to be discussed.

OUTDOOR COURSE RULES

- Club member shall observe the utmost safety practices and standards of tidiness whilst on the vicinity of any SFAA course.
- Rubbish and all personal items must be removed from the Course at every opportunity.
- Any archer shooting the course must traverse the shooting lanes and adjoining paths in an orderly manner and in the direction of shooting.
- When leaving the course mid-shoot, archers must take every precaution to ensure their own safety and the safety of others.
- Archers using the course should precede in groups of not more than 4, whenever possible.
- Groups should be organised to include at least one experienced archer.
- When searching for lost arrows, Safety should be of the utmost priority. Other archers should be made aware of your presence by placing a bow or quiver in front of the butt as an indication, especially if searching behind the butt.
- Target faces should be moved around the butt at practice sessions to minimise undue wear and tear of the butts.
- No archer shall be permitted to shoot repeatedly at a butt, at a distance less than that set for that target, to the detriment of that butt. Any archer disregarding this rule will face disciplinary action, which at the discretion of the committee may extend to loss of membership.
- Butts on the course must not be used for obtaining sight marks, except at distances above 60 yards. At distances up to and including 60 yards, practice butts may be utilised. The committee may take disciplinary action against defaulting archers.
- Club members may invite a guest archer from another club, providing that archer is an experienced archer, a member of the SFAA and accompanied by the host. Permission should be sought from the Course Captain or other committee member and a pre-determined "day fee" collected by the host and passed to the club treasurer.
- The committee shall reserve the right to refuse access to the Course by the defaulting archer.

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AMENDMENTS TO THE CONSTITUTION

The constitution will only be changed through agreement by majority vote at an AGM or EGM. Amendments to the constitution must be submitted to the secretary in writing no less than 28 days prior to the date of the AGM or EGM.

DECLARATION

THE PALACERIGG FIELD ARCHERS hereby adopts and accepts this constitution as a current operating guide regulating the action of members.

As agreed at the Annual General Meeting on the 30th March 2019