



Kings Clipstone Field Archery Club CONSTITUTION

January2023

1. Name

The club will be called Kings Clipstone Field Archery Club and will be affiliated to the National Field Archery Society (NFAS).

2. Aims and objectives of Kings Clipstone Field Archery Club

The aims and objectives of the club will be:

- To promote the sport of field archery for all styles, abilities, and ages.
- To offer coaching for the safe use of all forms of archery equipment.
- To ensure a duty of care to all members of the club.
- To accept and adhere to all NFAS policies and procedures.
- To foster the spirit of goodwill, fellowship, and sportsmanship among archers.
- To ensure that all present and future members receive fair and equal treatment.

3. Membership

Membership should consist of officers and members of the club. All members of the club will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted and the policies and rules of the NFAS.

Members will be enrolled with the NFAS in one of the following categories:

- Full membership
- Provisional membership
- Associate membership
- Family membership

4. Membership fees

Membership fees will be set annually and determined at the Annual General Meeting. Fees will be paid by annual subscription. Membership of the NFAS is also required.

5. Officers of the club

The officers of the club will be

- Chair
- Secretary
- Treasurer
- Shoot Secretary
- Safety Officer / Coach

Officers will be elected annually for the term of one year at the AGM. All officers will retire each year but will be eligible for re-election. The club committee has the right to co-opt a member to fill a vacancy until the next AGM.

6 Committee

The club will be managed through the Management Committee consisting of: Chair, Secretary, Treasurer, Shoot Secretary, Safety officer / coach

These posts will have the right to vote at meetings of the Management Committee. The Management Committee will be convened by the Secretary of the club and held no less than four

times per year, which will be open to all the membership unless the Management Committee deem the meeting to be held 'in camera' The quorum required for business to be agreed at Committee meetings will be three. The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club. The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business. The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution, or that of the NFAS. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. All expenditure must be agreed by the Treasurer and at least one other committee member. The financial year of the club will end on March 4th.

An audited statement of annual accounts will be presented by the Treasurer at the AGM.

8. Annual general meetings

Notice of the AGM will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members. The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts. Elections of officers are to take place at the AGM. Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM. All members have the right to vote at the AGM. The quorum for AGMs will be 25% of the membership. The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Management Committee will meet to hear complaints within seven days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the club that remain after ALL liabilities has been discharged shall be transferred to another organisation proposed by the General Committee and approved by the members with objectives which are as similar as possible to the objectives of the club/society, or, if no such organisation can be identified or agreed upon, a charity approved by the members.

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

Declaration

Kings Clipstone FAC hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Chair

SIGNED:

DATE:

NAME:

POSITION: Secretary

SIGNED:

DATE:

NAME:

POSITION: Treasurer

Name of person who acted as a marshal at an open shoot:

Name..... Signature.....

12. Appendix

NFAS rules and regulations always take precedence, however some additional rules are, but not limited to:

- There is to be no smoking in any part of the wood.
- Do not walk with arrows in your hand.
- Do not loose an arrow if your footing is not secure.
- Never point your drawn bow at a person or animal.
- Keep back whilst other members of the club are shooting.
- Never run in the woods.
- Anyone found or seen to be acting dangerously or contravening safety rules will be asked to leave the woods pending a disciplinary hearing.

13 Appendix 2

- On hearing, STOP, HALT, FAST OR HOLD or 3 blasts on a whistle you must cease shooting and put down your bow.
- All archers in the wood must be members of the NFAS and have their membership card with them.
- All archers in the wood must have a whistle with them.
- Non-Shooting members (shoot partners, Marshals etc) on the course should have a minimum of an Associate membership.
- Do not loose an arrow if you cannot see where the arrow will land.
- When searching for arrows always leave an adult member of the group in front of the target.
- Always wait until the people drawing arrows from the boss are well clear of the targets before shooting.
- ANYONE suspected of being under the influence of Alcohol and/or Drug (prescription or other) will be removed from the woods.
- Respect the natural environment of the wood, take care to protect its animals and plants
- Keep within the boundary of the wood
- The Shooting Grounds shall only be used by the members of KCFAC unless as part of an official 'Open Shoot' or other organised shoot
- Do not shoot in the direction of any livestock
- Try to avoid shooting alone
- Do not leave litter. Keep the wood tidy by removing band, disposing of old targets, target materials, broken arrows and pegs.
- Only turn cars in the turning area
- Tidy up after your dog. All dog litter must be removed from the site.
- All arrows must be clearly marked with initial, surname and club name Kings Clipstone F.A.C. Any members that are also members of another club may choose which club name to use.
- Members will be expected to contribute towards the maintenance of the wood when required. All within their capabilities.
- On entering the drive the gate must be properly closed before going down to the wood. The last person to leave the woodland must properly close and lock the gate as they leave

Additional Requirements for Registration with NFAS										
Name of Applicant	All applicants must be a member of the NFAS for at least two years.	At least one applicant to have attended a national championship.	All applicants have attended three shoots	At least one applicant has acted as a marshal at a NFAS shoot	The application is signed by different genders.	Applicants prefer/have knowledge of different bow styles.	At least one applicant has served as a committee member for another club.	At least one of the applicants has attended a course laying course before setting up a practice course or putting on an open shoot.	All applicants have been DBS checked.	A club member has attended a Coach course.
	Essential				Recommended					
Ken Adams	yes	yes	yes	yes	male	LB/AFB	yes	no	no	no
Sue Fenyn	yes	yes	yes	yes	female	LB	no	no	no	no
Garry Thompson	yes	yes	Yes	yes	male	HT/AFB	no	no	yes	yes
Carole Dodman	yes	3Ds	Yes	no	female	HT	no	no	no	no
Roger Dodman	yes	No	yes	yes	male	HT	yes	no	no	no
Compliance	yes	yes	yes	yes	yes	yes	yes	no	no	yes

Although no one in our group has received official training on course laying, with the collective wealth of knowledge and experience within our group we have been able to put on open shoots, whilst at Albion, safely and successfully.