

Club Rules v2.0

Introduction

Rochdale Company of Archers Limited means “RCA” the “Club” and the “Company”.

Other defined terms will be as in the Articles of Association, (the “Articles”) - please read them. They are available on the club website {when the website has been fixed}.

These Rules are made from time to time by the Committee and any subsequent amendments will come into force immediately. These Rules are also made to supplement the Rules of Shooting as made and amended from time to time by Archery’s National Governing Body (for the time being the Grand National Archery Society (GNAS) trading as Archery GB). Please read the Rules of Shooting on the Archery GB website.

1 Application

1.1 These Rules shall apply to any venue or shooting grounds where the club promotes archery.

2 Conduct

- 2.1
- a) Members are required at all times to comply with the Rules and the Rules of Shooting and in particular the Rules regarding their own safety and the safety of others.
 - b) Members shall comply fully with such policies and procedures as the Club may make from time to time.
 - c) No Member is permitted to engage in archery outdoors on their own at any time unless another Senior Archer, who shall stand watch while the other person shoots, accompanies them.
 - d) Members shall pay due regard to the guidance on etiquette as set out in the Rules of Shooting and shall at all times conduct themselves in a manner that accords with this guidance.
 - e) If in the opinion of a member of the Committee, the Field Captain or Judge, a Member is incapable of shooting safely because of their personal circumstances or the condition of their equipment the Member shall withdraw from the field or range immediately and without demur.
 - f) If their personal circumstances allow, Members are required to participate in setting up and breaking down the field before and after a shoot or undertake such other duties as shall be agreed by the Field Captain.
 - g) When shooting Members shall at all times submit to the reasonable directions of the Field Captain or Judge.
 - h) Members shall not leave the field until all archery equipment, including all personal equipment, has been removed.
 - i) Members shall not remove or move target bosses until all arrows have been accounted for or until directed by the Field Captain or Judge.
 - j) Members will make a report to a Committee Member if after all reasonable efforts have been made to recover them any arrows or parts thereof that have

missed the target cannot be found. The report shall record the date and time, where the arrow was shot from and the general area where it is thought the arrow or part may have fallen.

- k) Members shooting outdoors shall inspect the field following a shoot and remove any debris they have created with particular attention to any shards of wood from the boss stands.
- l) Members will cooperate with the Club in keeping the indoor range clean and shall take care that their equipment does not impede the safe movement of Members in the range
- m) Members shall ensure that their actions or omissions do not compromise their safety and the safety of others.
- n) Members shall not offer advice to other Members or interfere with another Member's archery equipment unless invited to do so by the Member.
- o) Members shall not use prohibited performance-enhancing drugs.

2.2 Coaches

- a) Coaches shall behave professionally at all times in accordance with the principles set out in the coaching manuals and as determined by the Head Coach.

2.3 Visitors/guests

- a) All Visitors and Guests are bound by the Rules and Articles that apply to a Member of the Club.
- b) Members may invite a personal guest to shoot at any venue or shooting grounds under the control of the Club provided that the visitor or guest is a current member of Archery GB/GNAS or affiliated to FITA. Guests shall pay such fees as may be determined by the Club. Ex Members of the Club are only allowed to shoot as a guest with the approval of the Committee.

3 Membership

3.1 Membership of the Club is open to anyone interested in the sport of archery on a fair and non-discriminatory basis on payment of the appropriate fees as determined by the Club from time to time and appropriate affiliation fees and in accordance with Article 5 of the Articles.

3.1.1 Senior Member

- a) A Senior Member is a person who has paid the senior membership fee and is a member of the GNAS and who has paid the appropriate subscription fees.
- b) A Senior Member following a qualifying period of three months after being admitted to membership of the Club and subject to satisfactory safety check and conduct will be given a key and access codes for the Club's facilities.
- c) All Senior Members shall be Voting Members for the purposes of the Club's Articles.

3.1.2 Junior Member

- a) A Junior Member is a person who is under the age of eighteen years and is a member of the GNAS and who has paid the appropriate subscription fees.
- b) A Senior Member must supervise any session where a Junior Member is shooting.
- c) All Junior Members shall be Non-Voting Members for the purposes of the Club's Articles.

3.1.3 Honorary membership

- a) An Honorary Member is a person who is a member of the GNAS and has in the reasonable discretion of the Club given exceptional service to the Club or to archery in general.
- b) An Honorary Member shall enjoy all of the privileges accorded to a Member of the appropriate category.
- c) Honorary membership may carry additional privileges as determined by the Club from time to time.

3.1.4 Social Member

- a) A Social Member is a person who is invited by the Board to become a Member of the Club but who is not permitted to practice archery at the Club's facilities.
- b) A Social Member is not permitted unrestricted access to the Club's facilities.
- c) A Social Member may transfer to another category after satisfactorily passing a beginner course if required to do so.
- d) All Social Members shall be Voting Members for the purposes of the Club's Articles.

3.1.5 Student Member

- a) A Student Member is a former Member of the Club (Senior or Junior) who has become a full time student (undertaking more than 16 hours of study per week) and is a member of the GNAS and who has paid the appropriate subscription fees.

3.2 Subscriptions

- a) The level of subscriptions will be set annually at an All Members Meeting by majority vote of those attending.
- b) Annual subscriptions will be in four parts: fees payable to the Club, affiliation fees to the GNAS, affiliation fees to the Lancashire Archery Association and affiliation fees to the Northern Counties Archery Association.
- c) Members may affiliate directly to the GNAS as a personal member and on proof of paying fees directly to the GNAS an equivalent amount will be deducted from the annual subscription to the Club.

3.3 Payment of Subscriptions

- a) Members are required to pay their subscriptions promptly at the times prescribed by the Club and in any case no later than the 31st August in each calendar year provided that no circumstances admit that makes this Rule impractical and are agreed with the Club in advance.

- b) At the sole discretion of the Club and in the amounts to be determined by the Club Members may pay their subscriptions by instalment.

3.4 Termination of membership

- a) A Member may resign their membership at any time by written notice to the Board, the Committee, or the Club's Membership Secretary. No refund for affiliations or part membership will be given. In some cases this means that a resigning member (if paying by direct debit) still has remaining fees to pay, unless agreed otherwise by the Committee.
- b) A Member shall cease to be a Member and shall not be permitted to shoot if they fail to pay their subscriptions at a time and in an amount determined by the Club.
- c) In accordance with Article 6.1.1 of the Articles the Board may, if backed by a majority vote at a Committee Meeting, terminate a membership if a Member whose conduct in the opinion of the Board has or is likely to bring the Club or the sport of archery into disrepute, so long as the disciplinary and appeal process has been duly followed and administered.
- d) The Club may terminate a membership if the Member commits an act deemed by the Club to constitute gross misconduct, so long as the disciplinary and appeal process has been followed. The disciplinary procedure can be found on the club website **{when the website has been fixed}**.
- e) A Member may be suspended from membership by an emergency meeting of the Board, and ratification by the Committee, for a maximum of 30 days while an investigation into an allegation of gross misconduct has been made
- f) On termination of membership the Member shall return any property belonging to the Club immediately including any range keys and the Club shall return any deposit paid by the Member.

4 Care and use of Club Property

- 4.1 Members are required to take reasonable care of Club property and to ensure that it is used appropriately and within any special rules or conditions set by the Club and contained in a Member's Handbook or special notices issued to Members from time to time.
- 4.2 Action or omissions by a Member which in the reasonable opinion of the Club constitutes misuse of property may at its discretion result in the Club taking disciplinary action against the Member.

5 Disciplinary and Grievance Procedures

- 5.1 Members are required to conduct themselves in a manner commensurate with the Rules, the Articles, the Rules of Shooting and the ordinary practice of archers.
- 5.2 Members found to have breached the Rules, the Articles or the Rules of Shooting or are considered by the Club to have brought the Club into disrepute may be subject to disciplinary action including termination of membership. The disciplinary and grievance procedures can be found on the club website **{when the website has been fixed}**.

6 The Committee

- 6.1 The Committee will have due regard to the law on disability discrimination and child protection.
- 6.2 The Treasurer shall keep proper books and those accounts shall be presented to the Annual General Meeting.
- 6.3 The Treasurer shall pay no expenses nor use any money belonging to the Club unless approved by the Committee. This rule shall only be changed by approval at a General Meeting.
- 6.4 The funds of the Club shall be under the control of the Committee, and all cheques to be signed by any two of the following - the Treasurer, the Company Secretary or the Chairperson, provided that the two signatories are not of the same household.
- 6.5 All subscriptions and other monies payable to the Club shall be received by the Treasurer and only used for Club purposes authorised by the Committee or paid into the Club bank account.
- 6.6 The Treasurer shall place monies in such bank as the Committee may from time to time appoint in the name of the "Rochdale Company of Archers Limited".

7 Composition of the Committee

- 7.1 The Members will elect a Committee in accordance with Article 18.2 of the Articles.
- 7.2 The Committee Members may co-opt Club Members to serve until the end of the next Annual General Meeting.
- 7.3 Any Committee Member may be re-elected or re-co-opted without limitation.
- 7.4 A Committee Member ceases to be such if they cease to be a Member of the Club, resign, or is removed by the Committee for good cause, after the Member concerned has been given the chance of putting their case to the Committee with an appeal to the Club Members, or is removed by the Club Members at a General Meeting. The Committee shall fairly decide time limits and formalities for these steps.
- 7.5 At each AGM the ex-officio directors of the Company and all other directors' positions shall be open for re-election.

8 Committee Meetings

- 8.1 If a proposed decision of the Committee is concerned with an actual or proposed transaction or arrangement with the Club in which a Committee Member has an interest, that Committee Member is to be counted as participating in the decision-making process for quorum and voting purposes provided that the interest is disclosed and that a simple majority of the other Committee Members present and entitled to vote agree to the same.
- 8.2 The Committee shall meet on the second Tuesday in each month or at other times as the Committee may agree, to conduct business.
 - a) At least 5 members must be present for the meeting to be valid.

- b) Without prejudice to Rule 9.2 a) above Committee meetings shall normally be held face-to-face but by exception may be held by an alternative communication method if circumstances require it.
- c) The Chairperson or, if the Chairperson is more than 10 minutes late or unable to attend the meeting and has not arranged a replacement, whoever else those present choose, shall chair the meeting.
- d) Decisions shall be made by a simple majority of those voting.
- e) A resolution in writing signed by every Committee Member shall be valid without a meeting.
- f) The Chairperson shall not have a casting vote.
- g) A Committee Meeting must have at least one Company Director present.

9 Delegation

- 9.1 The Committee may delegate any of its functions to sub-committees but must specify the scope of its activity and powers, the extent to which it can commit the funds of the Club, its membership, and its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or change its mandate and operating terms.

10 Rules of Conduct for All General Meetings

- 10.1 All Voting Members are entitled to attend and receive notice of all General Meetings.
- 10.2 Voting Members shall be given at least 21 Clear Days' notice of every Annual General Meeting and of every General Meeting called for the passing of a special resolution, and 14 Clear Days' notice of every other General Meeting, specifying the place, the day and the hour of the meeting, and in the case of special business the general nature of that business, to such persons (including, if any, the auditors) as are under the Articles or under the Companies Act 2006 entitled to receive such notices from the Club.
- 10.3 The quorum for all General Meetings is 15 members present or 20% of the total voting membership whichever is greater.
- 10.4 The Chairperson or, in their absence unless they have arranged a replacement, another member chosen at the meeting shall preside. If 5 or more members so request, a vote can be taken on the chair to be from the membership for any General Meeting.
- 10.5 Except as otherwise provided in these Rules every resolution shall be decided by a simple majority of the votes cast on a show of hands.
- 10.6 Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to Club Members.