

# **TOCKINGTON ARCHERS**



## **CLUB HANDBOOK 2018**

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## INTRODUCTION TO THE CLUB

Welcome to Tockington Archers. We hope that this booklet will answer some of the questions you might have about our archery club, about the sport of archery and how it is organised.

## THE HISTORY OF THE CLUB

Tockington Archers was founded in 1978 as an off-shoot of Chantry Bowmen in Thornbury. The club has always used the grounds of Tockington Manor School by kind permission of the Headmaster, initially Mr R Tovey and now Mr Stephen Symonds. One day, someone remarked that the main school building looked like "Toad Hall" from "The Wind in the Willows" and ever since we have been known as "Tockington Toads" - this may help to explain the number of toad badges and sweatshirts you will find around the club. We have a friendly informal arrangement with the school -part of our "rent" is giving the school pupils a taste of archery as one of their after-school activities. All club members are expected to help at one or more of these sessions. We ask all members and visitors to do everything possible to maintain the friendly relationship we have with the school. Despite our small size, the club has achieved notable shooting success. In the past, club members have been county and regional champions and a regular part of the county team. In addition, the club annually hosts an Open Tournament (usually in June/July) which is attended by archers from other clubs in the area. Obviously, with having such a small number of members, running such an event requires a lot of hard work but we pride ourselves on managing a popular and happy event. We also hold our own (internal) club championship in the autumn and a monthly club tournament, called the "Toad Warwick", which is held on the third Friday of each month, April to September.

## SHOOTING ARRANGEMENTS

The club normally meets on Tuesday and Friday evenings during the summer months (roughly April to October). Evening sessions outdoors normally start at 5.00pm, but the shorter evenings at the start and end of the season mean that an earlier start might be necessary. The field is not available for shooting before 4.30pm. From the end of September to the end of March we have the use of the school hall on Friday evenings for indoor shooting, at a distance of 10 yards 7.30pm to 10pm. We also have a new indoor venue at Abbeywood Community School, Stoke Gifford which is available to us October-March, for indoor shooting at a distance of 20 yards, 7.30-9.30pm.

During the summer months, the club's Toad Warwick competition is held on the third Friday of each month, starting at 5.30pm, under near formal conditions. No other shooting prior to the event is allowed on the field that day.

## STORAGE OF EQUIPMENT

Targets and target stands are kept in the club's storage hut, which for insurance purposes has to be kept padlocked (we have been the victim of several burglaries over the years). Please note that the insurance requires a minimum of two archers to be present (i.e.: you cannot shoot on your own). If you do decide to shoot when committee members are not present, please remember the safety rules (see pages 5 & 6 of this Handbook) and look at the diagram in the club hut showing how the ground is to be laid out.

We would ask all those taking part in club activities to turn up in plenty of time to help get equipment

out and to stay behind to help put everything away (it makes our Club Captain's job easier if the hut is kept clean and tidy). Please do not park on the roadside verge - park in the field, alongside the fence.

## THE ORGANISATION OF ARCHERY

Target archery in the UK is organised in a pyramid structure. There is the national organisation, the Grand National Archery Society (GNAS) <http://www.archerygb.org/> (operating under the name of Archery GB) which is recognised as the official national governing body for the sport in the UK by the International Olympic Committee (archery is an Olympic sport). GNAS lays down the rules of shooting for archery, trains archery coaches and archery judges, provides a system of scoring, handicaps and national records for tournaments, prepares archers for international competition and arranges public liability insurance of £5 million for all its members, of whom there are currently 40,000 plus. There are eight regional organisations, 39 county societies and about 1100 clubs.

Clubs are required by GNAS rules to affiliate to their national, regional and county bodies; hence Tockington Archers is affiliated to the following –

Grand National Archery Society (GNAS) <http://www.archerygb.org/>. Grand Western Archery Society (GWAS) (our Regional organisation) <http://www.gwas.org.uk/> and Gloucestershire Archery Society (GAS) (our County organisation) <http://www.glosarchery.co.uk/>.

Senior club members (i.e.: those over 18) are therefore required to pay affiliation fees to these bodies on top of the senior club fee. Junior members, however, are required merely to pay a club fee, with the club subsidising junior archery by paying the affiliation fees for Tockington Juniors out of club funds. Fees are due on 1 July and must be paid; otherwise the club's insurance policy with GNAS is invalidated. The club fee allows members to shoot indoors and outdoors, subject to our arrangement with Tockington Manor School. To cover wear and tear on equipment, we ask club members to pay a target fee each time they shoot. A moneybag and notebook to record attendance are kept in the club hut and moved in to the school halls in the winter. Please pay promptly. Additionally, if you have completed our beginners' course and are not yet in a position to buy your own equipment, you are welcome to continue using the club's beginners' equipment for 8 weeks after the end of the course. There is a charge to borrow club equipment, in addition to the target fee.

Our club website is [www.tockingtonarchers.co.uk](http://www.tockingtonarchers.co.uk). We also have an active Social Media presence on Twitter @tockarchers and Facebook – with a closed group just for members as well as a public page @tockingtonarchers.

## SOURCES OF INFORMATION

The Archery GB produces a quarterly magazine called "Archery UK" which contains a lot of official information, such as changes to the Rules of Shooting. All affiliated members are sent a copy of this by Archery GB. In addition, there are various British archery magazines, including "Bow" <http://www.bow-international.com/> which can be bought by direct subscription or from archery retailers as well as viewed on-line. It is also possible to buy USA archery magazines, such as *Archery Focus* (highly recommended) and *US Archer*. There are not that many archery retailers but we are fortunate in having one quite close by - *Wales Archery Specialist*, of Crick Manor, near Newport, Gwent;

<http://www.walesarchery.co.uk/> . Another one, *Quicks* of Waterlooville, Hampshire <http://www.quicks.com/> has a branch at Honiton, and more recently established is *Bowsports* at Wolverhampton <http://www.bowsports.com/> . For those of you with internet access, there are hundreds of web sites to visit. The most useful collection of web sites can be found at <http://www.archery.org/the> website of World Archery the international governing body for archery,

We *strongly advise* new members not to buy equipment from second-hand shops or general sports equipment dealers. If you are given second-hand equipment by a friend or relative (a lot of people seem to have old equipment in their lofts), *please* get someone at the club to look it over before you use it. New members are welcome to ask existing club members for advice about buying new equipment. It may be possible for an existing club archer to accompany a new member to Wales Archery to advise on the purchase of equipment.

## BEGINNERS' COURSES AND COACHING

We hold 3 beginners' courses each year, starting in May, August and January. The course consists of 8 hours of tuition, held over 4 weeks. The fee covers insurance, tuition and the provision of all necessary equipment. After the course, our insurance policy requires beginners to either join the club or cease attendance. If you do decide to join the club, further advice can be provided on the purchase of equipment.

## SOCIAL EVENTS

From time to time, the club holds social events. We usually have a meal out at a pub or restaurant or a skittles evening. We are always open to suggestions about other forms of social event and welcome any offers to organise events suggestions to the Social Secretary please.

## SAFETY IN ARCHERY

### GENERAL

Bows and arrows are lethal weapons - particularly if put together. Therefore:

- *never* mess around with archery equipment;
- only put bow and arrow together when standing on the shooting line (and permission to shoot has been given);
- only draw the bow when facing the target;
- do not shoot an arrow upwards into the air;
- do not "dry loose" a bow (that is, draw it and let go without an arrow in place);
- obey all the commands of the Field Captain.

### BEFORE SHOOTING

Ground layout is vital to ensure safety and the Rules of Shooting must be observed in order to maintain insurance cover. Please look at the diagram in the Club hut and note the position of:

- the shooting line - at right angles to the road, at the far end of the school ground; those shooting short distances should be nearest the road, those shooting long distances should be closest to the field;
- the waiting line - five yards behind the shooting line;
- overshoot behind the targets - there must be at least 50 yards overshoot behind the targets. The safety area must extend to a minimum 110 yards from the shooting line where no one is using mechanical release aids, or a minimum of 150yds where anyone shooting is using a mechanical release aid;
- please set out warning notices by the top and bottom gates;
- ensure that all targets and stands are properly pegged down. Care must be exercised when erecting and dismantling targets and stands. The target boss is heavy and should be placed on the stand (and removed from the stand) by two people, one lifting each side of the target boss, taking care to keep a straight back and bending only at the knees.
- there is a public footpath across the back of the school ground so keep an eye open for rambles etc.; although the school ground is private, it tends to be used by local children, so look out for them, stray dogs etc.;
- always appoint a Field Captain, i.e. someone in charge of the whistle.

**EVERYONE AT AN ARCHERY SESSION IS RESPONSIBLE FOR SAFETY: DO NOT LEAVE IT TO SOMEONE ELSE!!!**

Please note that the Rules of Shooting require that all shooting *must* be from a common shooting line; and that if two groups of archers are using the ground at the same time (e.g. beginners having lessons and experienced archers shooting a round), then they should be separated by at least 50 yards. The insurers also insist that where the public have access to a shooting ground (even though not as of right), it will not insure an adult archer shooting on their own: they must be accompanied by someone else, who need not be affiliated, but who must be an adult. **PLEASE NOTE THAT WHEN JUNIOR ARCHERS ARE SHOOTING, WHETHER INDIVIDUALLY OR IN GROUPS, THEY MUST BE SUPERVISED BY AN ARCHERY GB AFFILIATED ADULT MEMBER**

Also, before starting a beginners' session:

- all equipment should be checked including bows, strings, arrows, nocks, fletchings etc. Any damaged equipment should not be used and should be put on one side for the attention of the Club Captain;
- all beginners should be appropriately dressed - loose clothing must be avoided, as should jewellery; long hair should be tied back; open sandals should not be worn;
- all beginners must be shown how to brace and unbrace bows correctly and safely, and advised that if they cannot do it, they should ask a club member for help;
- all beginners must be told about the need to have arrows of sufficient length;
- all beginners must know and understand about the use of the whistle and the meaning of the word "fast" in an emergency.

DURING SHOOTING

- archers progress to the shooting line when told;
- archers commence shooting when told;
- when they have finished shooting, archers step back from the line to the waiting line so that the Field Captain can tell when the shooting line is clear;
- when not shooting, archers stay behind the waiting line;
- archers must not cross the shooting line unless and until the signal to do so is given;
- beginners should be told how to react to the command “fast” and the relevant whistle signal.

## AFTER SHOOTING

- walk, don't run, to the target;
- watch out for arrows on the ground in front of the target;
- take care to draw arrows correctly without twisting and bending;
- make sure no-one is standing behind you when you draw;
- equally, don't stand behind someone drawing arrows;
- arrows stuck in the ground should be pulled out backwards not upwards *without bending the shaft*, but if the fletchings are buried in the grass, it may be necessary to pull the arrow forwards (again, *without bending*), to avoid damage to the fletchings;
- everyone should help look for missing arrows - there is a metal detector in the hut;
- all missing arrows **MUST** be accounted for - if an arrow cannot be found, it must be reported to the club committee and noted in the club notebook (in the hut) in accordance with the terms of the Archery GB insurance scheme. In addition, any missing arrows **MUST** be recorded in the attendance book, kept in the payment bag in the hut. For lost arrows, please give an indication of their likely whereabouts in the field. These also must be reported to the school office.

## ARCHERY ROUNDS, SCORING AND HANDICAPS

### ROUNDS

Today there are numerous archery rounds which can be shot either at the club or at a tournament, whether indoor or outdoor. A round is a set number of arrows shot at specific distances on a target face of a given size. The two main types of round are imperial rounds and metric rounds. In imperial rounds, the distances are measured in yards and for outdoor shooting only one size target face is used (122 cm diameter). Also, outdoor imperial rounds only use the five-zone scoring face (9 for gold, 7 for red, 5 for blue, 3 for black, 1 for white). Under the metric system, distances are measured in metres, a 10-zone scoring face is used (10 for inner gold, 9 for outer gold, 8 for inner red, 7 for outer red and so on) and outdoor rounds use two sizes of target face, 122 cm at the longer distances, 80 cm at the shorter. Indoor archery rounds use a variety of different size target faces for the different rounds: you should refer to the Archery GB Rules of Shooting for all the details. For the moment, indoor rounds also require compound archers to shoot at a smaller sized inner gold. Some examples of Imperial Rounds are:

<b>York:</b>	6 dozen arrows at 100 yards; 4 dozen at 80 yards; 2 dozen at 60 yards.
<b>Hereford:</b>	6 dozen arrows at 80 yards; 4 dozen at 60 yards; 2 dozen at 50 yards.
<b>Bristol:</b>	This is the junior version of the York/Hereford, involving 144 arrows; there are five versions of the Bristol round, with the longest distance shot, depending on age, ranging from 80 yards for the Bristol I to 20 yards for the Bristol V.
<b>Western:</b>	4 dozen at 60 yards; 4 dozen at 50 yards.
<b>Long Western:</b>	4 dozen at 80 yards; 4 dozen at 60 yards.
<b>New Western:</b>	4 dozen at 100 yards; 4 dozen at 80 yards.
<b>National:</b>	4 dozen at 60 yards; 2 dozen at 50 yards.
<b>Long National:</b>	4 dozen at 80 yards; 2 dozen at 60 yards.
<b>New National:</b>	4 dozen at 100 yards; 2 dozen at 80 yards.
<b>St. George:</b>	3 dozen each at 100, 80 and 60 yards.
<b>Albion:</b>	3 dozen each at 80, 60 and 50 yards.
<b>Windsor:</b>	3 dozen each at 60, 50 and 40 yards.
<b>Warwick:</b>	2 dozen each at 60 and 50 yards.

The main metric round is the FITA round: for gentlemen, this is 3 dozen arrows each at 90 metres, 70 metres, 50 metres and 30 metres, with the smaller face being used at the last two distances; for ladies the distances are 70, 60, 50 and 30 metres, again with the smaller face being used at the last two distances. FITA rounds are shot to very strict time control, and where they are record status, arrows holes must be marked as the arrows are drawn from the boss.

## SCORING

Whether shooting at the club or at a tournament, please remember the following rules:

- all scores should be recorded in pen not pencil;
- archers should call their scores out in descending order, pointing to (but not touching) each arrow in turn;
- scores should be called out in groups of three;
- do not touch any arrow until all scores have been written down;
- if the value of an arrow is called incorrectly, at a tournament you *must* get a judge to record the corrected score, otherwise it will not count;
- a miss should be shown as a "M", a 10 should be shown as a "10", for compounds shooting metric and indoor rounds, the inner ten should be recorded as "X";
- the value of an arrow cannot be changed once the arrows have been withdrawn from the boss;

- if you are acting as scorer or Target Captain, you should call back the score to the archer as you write it down;
- because of the unfortunately high incidence of cheating in the sport, it is standard practice to insist that an archer does *not* record his/her own score on the official score sheet - rather, the score sheet is passed round so that each archer on the target records someone else's score (obviously this does not prevent you from keeping your own unofficial score in your own score-book);
- it is bad manners to go behind the target to collect any arrows which might have missed until all the scores have been recorded;
- at tournaments, all details of the score sheet should be fully completed, i.e. all hits and golds added up, and the scores for each distance also completed.

## HANDICAP

An archer is eligible to receive a handicap after three complete rounds have been recorded, whether indoor or outdoor. Indoor and outdoor handicaps are quite separate. Once the three rounds have been shot, the average handicap is calculated using the tables incorporated in the Archery GB Rules of Shooting. After that, every time an archer shoots a score better than his/her handicap, the handicap will be reduced to the average of the current handicap and the handicap rating of the better score. Improvement of an archer's handicap is therefore a continuous process. If a score worse than the current handicap is shot, the handicap is *not* readjusted: instead, all archers' handicaps must be re-assessed (on 1 January for outdoor shooting, 1 July for indoor shooting) by taking the average of the archer's best three scores shot during the previous year.

The handicap scheme is administered by the Club's Records Officer. All scores shot must be notified to him/her. A Scoring record sheet for each archer for this purpose is kept in the hut. It will help the Records Officer if the scoring sheets are completed regularly – the Records Officer will remove and replace these monthly to update the club records.

Some tournaments are handicap shoots: only archers having a handicap are eligible for awards. It is a form of cheating to keep your handicap artificially high by not notifying the Club's Records Officer of scores which are better than your handicap. Equally, no one will think well of you if you retire at a shoot simply because you are not shooting to your handicap.

The Archery GB Handicap Scheme also includes a system of classification: the classes are Grand Master Bowman, Master Bowman, Bowman, 1st Class, 2nd Class, 3rd Class and Unclassified. These apply to senior and junior archers alike, whether recurve or compound. The level of scores and the type of round to be shot to qualify for each classification are set out in the GNAS Rules of Shooting. Again, many shoots have classification awards: another form of cheating is not to declare your current (improved) classification with a view to winning a classification medal.

Tournament Organisers may restrict awards on the National round to those archers who are third class or unclassified only.

## DRESS REGULATIONS

Although we live in an informal age, we think that pride in our appearance is important: please help to

maintain Tockington's image by wearing suitable clothing at tournaments. Club polo shirts, sweatshirts and other items (with our logo) can be purchased. Please ask a committee member for details.

## ARCHERY ETIQUETTE

The motto of the Grand National Archery Society, the Governing Body of the Sport (otherwise known as Archery GB), is:

### **UNION, TRUEHEART, COURTESIE**

Please try to remember this, and in particular the following principles which appear in the Rules of Shooting:

#### **A Good Archer**

- Does not talk in a loud voice whilst others are shooting
- Does not talk to another competitor who obviously prefers to be silent
- Does not make any exclamation on the shooting line which might disconcert a neighbour in the act of shooting
- Does not go behind the target to retrieve his or her arrows before his or her score has been recorded
- Does not walk up and down the shooting line comparing scores
- Does not touch anyone else's equipment without permission
- Does not leave litter
- When calling scores does so in groups of three, for example "7-7-5" pause "5-5-3"
- If he or she breaks another's arrow through his or her own carelessness, pays for it in cash on the spot
- Thanks the Target Captain at the end of each round for work on his or her behalf

To this, we would like to add that the good club member helps with **all** club activities and events. In particular, the good club member helps to get equipment out (which means not turning up late) and put equipment away (which means not leaving early).

The following Code of Conduct is provided by Archery GB for Adult Archers:

## CODE OF CONDUCT – ADULT ARCHERS

We all have a responsibility to promote high standards of behaviour in Archery.

As an archer, you have a big part to play. That is why Archery GB is asking every archer to follow a code of conduct.

The Archery GB Codes of Conduct applies to all Archery GB members when participating in and administering the sport of archery. In order to protect the reputation of Archery GB, the code also applies to those associated with Archery GB who are involved in Archery whilst outside the UK.

### Expected Minimum Standards of Behaviour and Conduct

As an Archery GB member I will:

- Respect the spirit of fair play in archery
  - Adhere to the Rules of Shooting and the spirit of archery
  - Display and promote high standards of behaviour
  - Promote Fair Play – I won't cheat, complain or waste time
  - Endeavour to ensure the sport is enjoyable for everyone
  - Accept success and failure, victory or defeat with dignity
  - Be on time for training, competitions and events
  - Never engage in or tolerate public criticism of fellow archers, coaches or officials
- Respect the rights, dignity and worth of my fellow archers
  - Speak to my fellow archers, coaches, judges and officials with respect
  - Remember we all make mistakes
  - Always respect the confidentiality of other archers
  - Treat other people's data as I would wish them to treat mine
  - Always have the best interests of my fellow archers at heart
- I will endeavour to ensure my own safety and the safety of others
  - Never participate when under the influence of alcohol or drugs
  - Place the well-being, safety and enjoyment of each archer above everything including standards of performance
- Protect others involved in archery from verbal or physical abuse and threatening or intimidating behaviour
  - Never engage in or tolerate offensive, insulting or abusive language or behaviour
  - Never engage in or tolerate bullying, intimidation or harassment
  - Never use or tolerate the use of social media (e.g. Facebook/Archery Interchange) to engage in bullying, intimidation or harassment
- Abide by Archery GB Rules and Policies including:
  - Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults
  - Archery GB Equality Policy
  - Archery GB Anti-doping rules
  - Archery GB Bribery Act
- Take personal responsibility:
  - To update Archery GB with changes to personal information

## BREAKING THE CODE OF CONDUCT

By joining Archery GB, everyone agrees to abide by this Code of Conduct, all Archery GB policies, rules, regulations and procedures.

Archery GB therefore has the right to investigate and take disciplinary action, as in line with the Archery GB Disciplinary Policy, Regulations and Procedures, against any alleged breaches of this Code of Conduct or our policies, rules, regulations and procedures, which may bring Archery GB into disrepute.

## TOCKINGTON ARCHERS ARRANGEMENTS FOR JUNIOR MEMBERS

Tockington Archers takes its responsibilities towards children in archery very seriously and as such has appointed a Club Safeguarding Officer, who is responsible for ensuring the Club acts in the correct way towards any concerns regarding the protection of children or young people. Tockington Archers adheres to the Archery GB Safeguarding Children & Young People Policy, which is reviewed on an annual basis and has reporting procedures for any concerns.

Archery GB supplies forms that parents/guardians must complete and return to the club secretary when wishing to join Tockington Archers. There are also relevant forms to be completed by parents/guardians for all school's sessions run by Tockington Archers.

The following agreement is brought to the attention of any parents/guardians of junior members:

Dear Parent or Legal Guardian

As you will no doubt be aware, there has been much debate over the last few years about the welfare of children. This letter is being sent to you in order to comply with the guidelines laid down by the governing body for archery in the UK, the Grand National Archery Society. Please take time to read it

### **Agreement between Parent or Legal Guardian and Tockington Archers:**

#### **Part I: to be retained by the Parent or Legal Guardian**

Name of Club: Tockington Archers

Club Ground: Tockington Manor School (by kind permission of the Headmaster) and Abbeywood Community School (Oct-March only)

Shooting times: **Outdoors:** Tuesday and Friday evenings from early April to late September, 5.00pm until dusk (Note: in April and September the shorter evenings might require an earlier start). The field is not available for shooting before 4.30pm. In the event of cold, wet or windy weather, it is advisable to check with a committee member that a senior member of the club will be present.

**Indoors:** Friday evenings from late September to late March in the Tockington Manor School Hall, 7.30pm to 10pm, or Friday evenings from start of October – end of March 7.30-9.30pm at Abbeywood Community School

Club Officials:

**Chair:** Sharon Ellis

**Club Captain:** Graham Smith

**Records Officer:** Rikki Teml

**Club Secretary:** Robin Perry

**Tournament Officer:** Tony Jones

**Treasurer:** Tom Childs

**Club Safeguarding Officer:** Debbie Teml

**Webmaster:** Kieran Hyde

**Social Secretary:** Debbie Teml

## **PARENTS OR GUARDIANS OF CHILDREN**

We request parents (or guardians) of children to remain with the child during the club's archery sessions. If for some reason they need to leave the field, they must appoint an adult to be responsible for the child.

- It is the responsibility of the parent or guardian to inform the club in writing of any medical condition which may affect their child during the archery sessions.
- Parents or legal guardians accept that minor physical contact with their child may be necessary as part of the provision of archery instruction.
- Parents or guardians should speak with the Clubh Safeguarding Officer if there are any concerns about the welfare of their child at Tockington Archers.

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### ➤ **CODE OF CONDUCT – YOUNG ARCHERS**

The following Code of Conduct is provided by Archery GB for Young Archers:

Having FUN, a POSITIVE ATTITUDE and GOOD SPORTSMANSHIP are the most important things for young archers. The Young People's Code of Conduct applies to all young people.

#### Expected minimum standards of behaviour and conduct

As a young archer I will:

- Respect my sport
- Be on time and be polite
- Try my hardest and do my best
- Play fairly – I won't cheat
- Accept success and failure, victory and defeat, with dignity
- Respect archery facilities and equipment Respect others
- Listen and respond to my coach
- Respect the decisions of officials
- Control my emotions – verbal or physical abuse is not acceptable
- Never bully, spread rumours or tell lies (including social media e.g. Facebook)

- Protect other archers from abuse and bullying

Welcome new young people

- Make sure I tell my coach/parents if I think another young person needs help
- Have Self Respect
- Take responsibility for my actions
- Never smoke, drink alcohol or take drugs (other than prescription)
- Never use inappropriate language or gestures
- Tell someone I trust if the behaviour of others makes me feel uncomfortable

#### BREAKING THE CODE OF CONDUCT

By joining Archery GB, You are agreeing to stick to this Code of Conduct and all of the Archery GB policies, rules, regulations and procedures. If you break the Code of Conduct your parents may be informed and your behaviour might be investigated and disciplinary action might be taken.

## TOCKINGTON ARCHERS

### CLUB CONSTITUTION

1. The club shall be known as “Tockington Archers”, hereinafter referred to as “the club”.
2. The object of the club shall be the promotion of archery with the exception of bow hunting. The club shall:
  - offer coaching and participation opportunities in archery
  - promote the Club within the local community
  - ensure a duty of care to all members of the Club
  - provide all its services in a way that is fair to everyone
  - ensure that all members receive fair and equal treatment.
3. The club shall be affiliated to the Gloucestershire Archery Society, the Grand Western Archery Society and the Grand National Archery Society, the latter being accepted as the governing body of archery.
4. The club shall adhere to the constitution of the aforesaid bodies.
5. The committee shall consist of a Chairman, Secretary, Treasurer, Records Officer and Club Captain. The committee shall have the power to co-opt any members as desired. Each member shall have one vote on any matters dealt with by the committee. In the event of a tie the Chairman shall have a casting vote. Three elected members of the committee shall constitute a quorum.
6. Minutes shall be kept of all committee meetings of the club.
7. The committee shall be elected annually.
8. The Annual General Meeting (AGM) shall be held before 30th April each year at which accounts (which have been independently reviewed) for the year ending 31st March previously shall be presented. The Club Committee has the right to call Extraordinary General Meetings (EGM) outside of the AGM. Procedures for EGMs will be the same as for the AGM.
9. At each Annual General Meeting all paid up members may vote excepting juniors under the age of sixteen.
10. 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. Payment made from the club cheque accounts shall be signed by two authorised committee members.

11. Each prospective member prior to joining shall be required to read and understand the constitution and thereafter sign his/her membership application in agreement.
12. Each member of the club shall pay club fees and these shall become due on 1st July and be paid by 1st August. New members joining may pay club subscription fees charged pro rata from quarter of the year in which they join. The foregoing applies to new members only. Members not paying their dues shall not be eligible to shoot. Membership fees will be set annually and proposed by the Club Committee and be accepted at the Annual General Meeting.
13. Shooting regulations prescribed by the Grand National Archery Society shall be accepted as governing the sport of archery in the club.
14. All scores and records of rounds shot will be handed in to the Records Officer for recording and adjusting of handicaps.
15. The committee shall have the power to deal with any matters not covered by the constitution or to interpret the constitution when there is any difficulty.
16. All disciplinary, child protection and poor practice concerns should follow the Grand National Archery Society Case Club Executive Referral Panel guidelines which are available under Governance from the Grand National Archery Society website.
  - 16.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Grand National Archery Society Policy for Safeguarding Children, Young People and Vulnerable Adults. The Club Child Protection Officer is the lead contact for all Club members in the event of any child protection concerns.
  - 16.2 All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary. The Club Committee will meet to hear complaints within 21 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership from the club only. 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 7 days of the hearing.
17. A resolution to dissolve the club can only be passed at an Annual General Meeting or Extraordinary General Meeting through a majority vote of the membership. In the event of dissolution, any assets of the club that remain will become the property of Gloucestershire Archery Society or suitable charity.

## TOCKINGTON ARCHERS

### COMMITTEE MEMBERS 2017/18

**Chair:** Sharon Ellis  
**Club Captain:** Graham Smith  
**Records Officer:** Rikki Teml  
**Club Secretary:** Robin Perry  
**Tournament Officer:** Tony Jones  
**Treasurer:** Tom Childs  
**Club Safeguarding Officer:** Debbie Teml  
**Webmaster:** Kieran Hyde  
**Social Secretary:** Debbie Teml

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### SMOKING POLICY

Please note that smoking is **NOT ALLOWED** in the school buildings or in the club hut. If you choose to smoke outside, in the field, please take your cigarette ends away with you, so as to avoid litter on the field, which is used by the school pupils.

### CONTROL OF KEYS TO THE EQUIPMENT STORE

Tockington Archers (the club) store equipment in a locked container. Access to the store and therefore the keys to the store are strictly controlled and managed. This document details the control of these keys.

The club has a number of sets of keys and these are controlled as follows:

1. Committee members hold keys to enable them to discharge their duties as committee members and to act as responsible persons when archery is underway.
2. It is acknowledged that some committee members may not be present at all club nights or for a complete club night. For this reason the remaining sets of keys are loaned to senior club members to allow access to club equipment when a committee member is not present. Access is only allowed during official club nights as defined in the club handbook.

3. Any senior member wishing to have a set of keys must, before being issued with keys, write to the club secretary requesting the keys. The letter must address the following issues.
  - i. Why the keys are needed; this should include issues such as late or early attendance; distance from club; number of years as a club member or any other supporting evidence felt pertinent by the member;
  - ii. How the keys will be secured when not on club premises;
  - iii. An undertaking to pay a £20 deposit when being issued the keys, this to be returned on key return;
  - iv. An undertaking to return the keys when leaving the club or when no longer required;
  - v. An agreement that the keys will be returned without delay should the committee request their return.
4. On receipt of the above letter the committee will review the request and decide if the keys should be issued.
5. Should all sets of keys be issued a successful applicant will be put on a waiting list.
6. As keys are returned the keys will be issued in waiting list order.
7. A key register is kept by the club secretary.
8. The club secretary will issue the keys to successful members and committee members and require them to sign the key register acknowledging receipt of the key, by the key holder, and payment of the fee, by the club.
9. When keys are returned the register will again be signed to record this.

# AN ARCHERY GLOSSARY

Like any sport, archery has its own unique vocabulary. Here are just some of the technical words you will encounter:

<b>ANCHOR POINT</b>	A consistent position on the face to which the string hand is drawn; sometimes called a "reference point"
<b>ARROW REST</b>	A shelf above the bow handle on which the arrow rests during the draw.
<b>BEGINNERS' BOW</b>	Of standard design, so that it can be used by anyone and usually made out of fibreglass, but may be a simple wooden recurve bow, either one-piece or take-down.
<b>BOW ARM</b>	The arm that holds the bow.
<b>BOSS</b>	The target, usually made of coiled compressed straw, but may be made of foam.
<b>BOW STRING</b>	Used to draw the bow: may be made of Dacron, although Kevlar or Fastflight are more often used by competitive archers; the last two materials should not be used on beginners' bows nor on older bows because the stress which they impart may break the bow.
<b>BOW STRINGER</b>	A length of cord attached at each end to leather loops or pockets to help in bracing a bow more easily; ensures that the bow limbs are not twisted during bracing.
<b>BOUNCER</b>	An arrow that hits the target and rebounds from it; under GNAS rules, the arrow may be shot again; under FITA rules the arrow is lost unless the existing arrow holes on the target face have been marked as each successive end of arrows is drawn from the boss.
<b>BRACE</b>	To string the bow.
<b>BRACER</b>	A guard worn on the inner side of the forearm of the bow arm, mainly to keep loose clothing out of the way of the bow string.
<b>BRACING HEIGHT</b>	The distance between the string and a specified point on the bow when the bow is strung; all bows will have a manufacturer's recommended bracing height.
<b>CAST</b>	The term used to describe the power of a bow to project an arrow.
<b>CHEST GUARD</b>	A piece of leather or fabric worn round the chest to prevent clothing fouling the bow string; particularly recommended for women archers for obvious reasons!
<b>CLOUT SHOOTING</b>	Long distance shooting derived from military practice: the arrow is shot into the air so that it falls vertically onto a flag (or "clout").
<b>COCK FEATHER</b>	The feather (or vane), usually coloured differently, which is at right angles to the nock of the arrow.
<b>COMPOUND BOW</b>	A bow having wheels or cams at the end of its limbs, so that the bow is drawn by a system of pulleys; compound archers are permitted to use peep-sights, scopes and release aids and are in a separate shooting class.

<b>CREEPING</b>	Allowing the arrow to slide forward slightly before the loose; caused by not maintaining the correct muscle tension in the back. The result is that the arrow will fly low.
<b>CRESTING</b>	Bands of colour painted on an arrow just below the fletchings or vanes for identification purposes.
<b>DOMINANT EYE</b>	The eye used by an archer to aim: this may not be the same as the archer's dominant hand.
<b>DRAW</b>	The act of pulling back the string in order to shoot the bow.
<b>DRAW FORCE LINE</b>	A straight line from the elbow of the string arm through the nock of the arrow to the pressure point of the bow hand when at full draw.
<b>DRAW WEIGHT</b>	The amount of pull, measured in pounds, necessary to extend the bow to a particular draw length.
<b>EYE-SIGHT-ARROW RELATIONSHIP</b>	The position where the dominant eye, directly above the arrow, is looking at the sight, which is directly above the pile of the arrow, thus forming the four corners of a rectangle in the vertical plane.
<b>END</b>	Either three arrows shot at any one time on the line, or six arrows shot as one lot of six or two lots of three, depending on the rules applying to the round in question.
<b>FAST</b>	The warning cry (often accompanied by several blasts of the whistle) to stop shooting in an emergency. Any arrows on the bow at the time <b>must</b> be removed from the bow and must not be shot until the order to recommence shooting has been given.
<b>FIELD CAPTAIN</b>	The Club member in control of shooting at a Club target day or practice night.
<b>FIELD SHOOTING</b>	A form of archery derived from hunting, where targets are set out at different (unmarked) distances on a course placed in hilly woodland.
<b>FITA</b>	Federation de Tire a l'Arc: the international governing body of the sport which organises World Championships and the Archery event in the Olympic games; also the name of a particular archery round where distances are measured in metres not yards.
<b>FLETCH</b>	To fix feathers or plastic vanes to an arrow by gluing.
<b>FLETCHINGS</b>	A collective word to describe the feathers on an arrow.
<b>FLETCHING JIG</b>	The tool used to fix fletchings or vanes to an arrow.
<b>FLIGHT SHOOTING</b>	A form of archery involving shooting for the longest possible distance: special bows may be used.
<b>FOOT MARKERS</b>	Small discs (such as golf tees) placed in the ground to mark an archer's foot position on the shooting line, so as to ensure consistency of stance.
<b>FOLLOW THROUGH</b>	The act of maintaining the position of full draw until the arrow has hit the target.

<b>GOLD</b>	The term used to describe the yellow scoring zone on the target face - it is not called "the bull" or "bull's eye" (except perhaps in America).
<b>GROUND QUIVER</b>	A metal stand for holding bows and arrows on the shooting line.
<b>GROUP</b>	Description of arrows close together in the target.
<b>HANDLE</b>	The part of the bow which is held in the hand.
<b>HANGER</b>	An arrow which does not penetrate the boss but hangs down from the face: shooting must be stopped until the Field Captain or Judge deals with it.
<b>HOLDING</b>	Keeping the bow on aim.
<b>JUDGE</b>	An official appointed by GNAS in charge of shooting at an open tournament.
<b>LIMBS</b>	The upper and lower working parts of the bow.
<b>LOADED BOW</b>	A bow with an arrow on the string.
<b>LOOSE</b>	The act of letting go the bow string with an arrow on it when the bow is aimed at the target.
<b>NOCK (of arrow)</b>	The slot at the end of the arrow which is placed on the string; nocks are normally made of plastic and if broken can be replaced.
<b>NOCK (of bow)</b>	The slots in the upper and lower limbs where the string fits.
<b>OVERBOWED</b>	To try to shoot a bow which has a draw-weight too heavy for the archer to control.
<b>OVERDRAW</b>	To draw the pile of the arrow back past the arrow rest.
<b>PARADOX</b>	The term used to describe the way in which the arrow bends to clear the bow; the amount by which it does this depends on the spine of the arrow, which must be matched to the draw weight of the bow.
<b>PEEP-SIGHT</b>	A small aperture fitted into the string through which the archer looks at the sight or scope; only allowed on compound bows.
<b>PILE</b>	The point of the arrow.
<b>PINHOLE</b>	The exact centre of the target face.
<b>POPINJAY</b>	A form of shooting involving knocking straw birds off a perch at the top of a 90 foot pole.
<b>QUIVER</b>	A holder for arrows, usually worn on the belt.
<b>RECURVE BOW</b>	A bow where the limbs are not flat but curve away from the string; may be one-piece or take-down.
<b>RELEASE AID</b>	A loop of thin rope placed round the bow string under the arrow and fired by a trigger, used instead of fingers to loose an arrow; only permitted for compound bows.
<b>ROUND</b>	A set number of arrows shot over specified distances on a target face of a given size (see the section below on <b>Rounds, Scoring and Handicaps</b> ).

<b>SCOPE</b>	A sight with magnification in it, only permitted for compound bows.
<b>SERVING</b>	Very fine thread wound tightly round the centre portion of the bow string and round the string loops to protect the string.
<b>SERVING TOOL</b>	A device used to wind serving onto the string.
<b>SHAFT</b>	Another name for an arrow.
<b>SHOOTING LINE</b>	The line astride which all archers stand when shooting.
<b>SIGHT</b>	An adjustable device fixed to the bow, used for aiming.
<b>SPINE</b>	A term used to describe how much an arrow bends (there are various methods of calculating this). The amount of spine must match the draw weight of the bow (i.e. the higher the draw weight of the bow, the stiffer the arrow needs to be).
<b>STRING ARM</b>	The arm used to draw the bow string back.
<b>TAB</b>	A piece of leather cut to shape and worn on the fingers of the string hand in order to achieve a smooth loose.
<b>TACKLE</b>	The collective word used to describe an archer's equipment.
<b>TAKE-DOWN</b>	A bow where the limbs can be detached from the centre section (the riser) when not in use; the riser is usually made of metal, though can be made of wood.
<b>TARGET CAPTAIN</b>	The archer on a target (shown as number 3 on the target list), responsible for the accurate completion of the score sheet.
<b>TARGET FACE</b>	Made of cloth or paper, with the scoring zones printed on it and attached to the boss by target pins.
<b>TARGET LIEUTENANT</b>	The archer on a target (shown as number 4 on the target list), who assists the Target Captain in recording the scores accurately.
<b>TARGET LIST</b>	A list prepared by an archery tournament organiser and published prior to an event, showing which archers have been allocated to which targets.
<b>TARGET STAND</b>	A wooden tripod or similar, supporting the target boss.
<b>UNDERBOWED</b>	To use a bow which is of too light a draw weight for a given archer.
<b>UNDERDRAW</b>	Not to draw the arrow back fully to the anchor or reference point, as a result of which it will fall short of the target.
<b>VANES</b>	The term used to describe plastic fletchings; "fletchings" is properly used to describe only feathers.
<b>WAITING LINE</b>	A line five yards behind the shooting line, behind which all archers must stand whilst others are shooting.