



# Bronte Archers Club Handbook

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## **Introduction**

The aim of this handbook is to give all members of Bronte Archers a good understanding of the club, how it operates and how to get the most from your membership.

We would like to take this opportunity to welcome you to Bronte Archers.

We hope this handbook will be of interest and a good source of information.

Please take the time to read through it and if you feel that we could improve it please contact a member of the committee.

Additional club information can be found on our website [www.bronte-archers.co.uk](http://www.bronte-archers.co.uk)

## **Bronte Archers Privacy Policy**

<https://bronte-archers.co.uk/wp-content/uploads/2020/01/privacy-notice-gdpr.pdf>

## **Club Overview**

We are a friendly club with a diverse membership that covers all ages and abilities. Our membership includes people for whom archery is primarily a social hobby that gives them some exercise and gets them out in the fresh air and competing people for whom archery is a serious sport in which they want to progress. Within the club we have archers shooting Recurve, Barebow, Longbow, Flatbow and Compound across the disciplines of target and clout.

## **Management of Bronte Archers Administration**

The club's management procedures and rules are in the Club's Constitution, copies of which are on the notice board and available on our website. A digital version can be emailed to you at your request. Please take the time to read the Constitution.

The club is run by a volunteer Committee who are elected at our Annual General Meetings.

We're always looking for fresh and new ideas, so if you would like to take an active role in this, anyone can stand for election for a Committee post at the AGM. The best way to understand what's involved is to talk to existing Committee members about their roles and express an interest, then start helping out with that role.

## **Our Committee Members**

Executive - Chair	Shelley Hurst
Executive - Treasurer	Gary Kemp
Executive - Secretary	Deborah Waterhouse
Membership Secretary	Deborah Waterhouse
Minutes Secretary	Jeanine Williams
Beginners/Coach Coordinator	Matthew David
New Junior Representative	William Coates
New Senior Representative	<i>Position Vacant</i>
Records Officer	Jill Baxter
IT Support/Website/Discord/FB Admin	Matthew David
Tournament Organiser	John Fell
Deputy Tournament Organiser	Simon Coates
Equipment Officer	<i>Position Vacant</i>
General Members x 2	Julian Smith & Samson Wang

Our Safeguarding Officers are: Deborah Waterhouse & Rosemary Fell.

## **Committee meetings**

Committee meetings are held a minimum of 6 times per year. If you wish to add anything to the agenda, please contact the Secretary via email.

Every year on or before the 30th November the club holds an Annual General Meeting and all members are encouraged to attend. If you wish to propose ideas to be aired at the AGM, please email the Secretary 21 days beforehand.

The usual business of any AGM is as follows:

- To present the notice of the Meeting
- To receive and if thought fit, approve the Annual report, Accounts and Balance Sheet of the club
- To receive the Annual Report of the Chairman
- To amend (if needed) club subscription levels for the year
- To elect new Committee members and/or new positions
- To conduct any other business subject to specific detail in the agenda.

**All** members of Bronte Archers shall be entitled to vote in person at the AGM.

## **Membership/Renewal Fees**

Our annual Membership runs from 1<sup>st</sup> October to 30<sup>th</sup> September. Renewal fees must be paid **before** the 30th September each year. Prior to this date all members will be reminded by email, with a membership form attached.

Membership forms are also available in the office and downloadable from our website. Please contact the Membership Secretary if you have any queries.

Current membership fees are on the membership form; downloadable from the website, or we can email/post to you, please request this from the Membership Secretary.

## **Levels of Membership**

Senior Full Member – 25 years of age paying the full annual subscription which includes Archery GB, NCAS & YAA affiliation fees.

Junior Full Member – Under 18 years of age paying the appropriate annual subscription which includes Archery GB, NCAS & YAA affiliation fees.

18-24 – Over 18 but under 25 years of age paying the full annual subscription which includes Archery GB, NCAS & YAA affiliation fees.

Disabled - Any member who has disabilities as defined by AGB, it is taken on trust that the member applying for Disabled Membership is disabled.

Honorary Life Member – Any member of the Club deemed to have given distinguished services to the Club or to archery in general may be elected at the Annual General Meeting as an honorary member for any period determined by the members. Any member so honoured will be responsible for his or her own AGB/YAA/NCAS affiliation fees.

Associate Member – A full member of another club but wishes to use the facilities of Bronte Archers, paying the full Bronte club subscription excluding Archery GB, NCAS & YAA affiliation fees.

**Guest Archers** (must be AGB Registered) A member of another club wishing to shoot at Bronte. Guest archers must first ask permission from the committee to be allowed to shoot and must hold a current AGB Card (proof of this may be requested by any club member) Fee is £2 per session. There is an honesty tin in the office or you may pay it to a Committee Member/Full Member to pass onto the Treasurer. Maximum of 2 sessions per year.

## **Crossbows are not permitted**

### **Coaching Sessions**

You will have already met at least one of the Clubs Coaches if you completed your beginner's course with us and may now be wondering how to go about getting further coaching. Speak to members / coaches / committee members and we will do all we can to help you progress with your shooting skills. However, please remember that coaches also shoot, so do not expect a coach to stop shooting for you. No coaching is to take place on the common shooting line *if* it interferes with normal shooting.

### **Communication between Members**

We have a WhatsApp Chat Group; all members are invited to join (if you don't receive an email invite, ask the membership secretary for an invite). Important announcements/upcoming shoots, will be pinned onto the notice board within the Pavilion, on our Facebook Group our website & the WhatsApp Chat Group. If any member wishes to communicate with the committee regarding club issues, please feel free to talk to us, if we are not available, you can email any one of us and we will contact you as soon as we can. Important information communicated to club members is via e-mail, managed by our Club Secretary. Please ensure we always have your current e-mail address, so you don't miss out on what's happening in the club. We also have a website at [www.bronte-archers.co.uk](http://www.bronte-archers.co.uk) where useful information can be found.

### **Helping out at Club Shoots and Open Competitions**

When there is an event at the club, emails will be sent, notices published on our notice board, WhatsApp Chat Group, Website and Facebook Group. We always need helpers and no offer of help has yet been refused and is always gratefully accepted.

Our open shoots are important events for the club – they bring in income and present Bronte Archers to a wider audience, so we like to make a good impression. That means club members are needed to help out with the running of open competitions, and many of the same tasks are needed for our club-only competitions. For every competition, the jobs to be done include setting up the field, sorting out score sheets and doing the results. For our open shoots there are additional tasks such as selling raffle tickets, imputing scores and running a leader board. Helping out is a great way to get to know more people in the club and learn about how competitions work. The more people that help, the easier it is and the better the impression people have of Bronte Archers. All those that give a helping hand are rewarded with free refreshments on the day/s they volunteer.

Even if you cannot help all day, an hour or so of your time will be appreciated. If you cannot help on the day/days of an event, there may be jobs that need doing the day before, so please help if you can. Prior to events being held any donations of food/drink and raffle prizes will be gratefully received.

Holding these events generates a large portion of the club's income that helps to keep your membership fees low.

### **Finding external competitions**

We add external competitions to our calendar but you can also find a list on Yorkshire Archery Association website: <http://www.yorkshirearchery.co.uk/upcoming.html> and on Archery GB's website: <https://archerygb.org/news/2023-competitions-updates-and-dates>

## **Bronte Archers Indoor Facilities/shooting ground**

Bronte Archers do not own the pavilion; it is owned/managed by Woodhouse Grove School. We have an annual lease, which may not be renewed if we do not maintain the agreements in place regarding the use of the facilities. Please ensure you keep all areas (outside & inside) including the kitchen/office/toilet and range clean and tidy. Please keep the storage areas in a clean and tidy state. Return all equipment in the relevant correct place.

## **Grass Cutting/Grounds Maintenance**

We have the best kept grounds and its thanks to the grounds staff who keep it that way.

Their work takes priority over shooting and may be carried out at any time of day.

Please show respect and courtesy at all times.

If you arrive and they are working, do not rope out until they have finished.

If they arrive whilst you are shooting, immediately cease shooting, remove the ropes if necessary and wait until they have finished before recommencing to rope out and shoot.

## **Shooting Outdoors**

For the foreseeable future the booking system will remain in place for both indoor & outdoor shooting.

The availability of the outdoor range depends on whether other sports are using the field. Check the Calendar: <https://bronte-archers.co.uk/calendar/> then book via our booking form page: <https://bronte-archers.co.uk/booking-form/>

## **Solo Shooting is NOT permitted!**

There **must always be a minimum of two** persons present, aged 18 or over, one of whom will act as a lookout. The archer is responsible for informing the lookout of all applicable safety aspects. When only two archers are present and shooting together they will alternate on the shooting line.

If an archer is consistently missing the boss and looking for arrows in the grass, it may impede shooting time for other archers. Please be respectful and move to a distance you are comfortable with. Other members have the right to ask the archer to move down to a distance they are capable of shooting.

**UNDER18's** Anyone under the age of 18 is classified as a junior and must be supervised **at all times** by at least one parent/guardian and one AGB Senior Member. If shooting together as a family, bosses must be placed side by side to ensure adequate supervision. Club communications are sent to the junior's parent or guardian in place of or in addition to the junior archer (if they have their own e-mail address). Parents/guardians must advise the club of their preference.

As with any archer, juniors are expected to behave safely, responsibly and courteously whilst at the club. If a junior does not meet the standards required, their parent/guardian will be contacted to discuss any issues. Recurring poor behaviour will result in the junior being suspended from the club.

If a junior has specific medical conditions which may not be immediately apparent, e.g. Autism, Asperger's, ADHD, etc., then a parent/guardian must inform the club before a junior is accepted on a beginner's class or into the club, in order that any appropriate preparations or adaptations, where possible, can be made.

## **Signing in book**

Whether you shoot indoors or outdoors, please sign your name in the signing book located in the indoor range inside the pavilion, and on the table in the container before commencing shooting.

## **Range Safety**

A designated field captain should call "Clear to shoot" & "Clear to collect", any member can function as field captain. Please don't be shy, it helps to keep us and others safe!

## **Outdoor Season** - March to September **8.30am – Dusk**

If the field is clear and available in the mornings, you **must not** arrive before **8am** and shooting must not start before **8.30am**. (availability may change at any time)

**NOTE:** All members will be emailed of changes to availability. We'll also post on our Facebook Group and our website calendar.

## **Club Nights (Mondays & Fridays)**

Those who are able to pre-book their shooting sessions, please continue to do so.

Members who find it difficult or who decide at the last minute to attend a session do not have to pre-book **if** other members have pre-booked the same session and are on the field shooting.

This applies on CLUB NIGHTS ONLY.

**All other sessions must be booked prior to shooting.**

Please read, understand and abide by our club's rules and procedures.

## **Setting up the field prior to shooting**

The field must be roped off correctly! If you are unsure, ask for help.

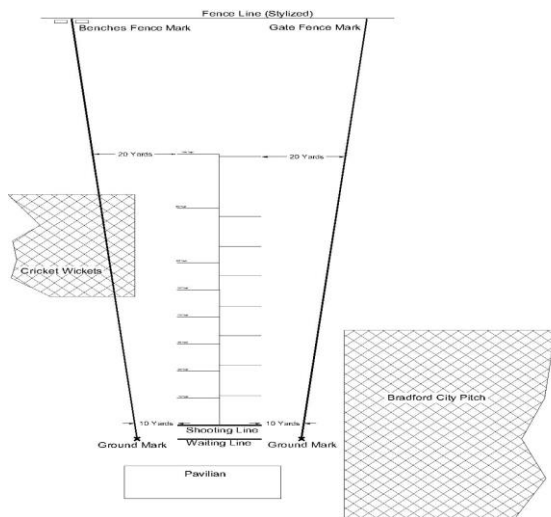
### **Side Safety Areas.**

Each side safety area is the area in front of the shooting line and to the side of the range (including the overshoot area) enclosed by a line from a point 10yards to the side of the shooting line, to a point 20yards to the side of the range at 100yards from the shooting line, and continuing on that angle of line to the overshoot line/fence.

**Note:** If the overshoot line is 150yards from the shooting line, the side safety area at that distance will extend 25yards to the side of the range.

**Archers MUST NEVER walk over the cricket square! Walk around it when roping out.**

Caution signs must be in a clearly visible place and bosses securely and correctly tied down at all times. Always



Always be vigilant and be prepared to call "Fast" (the universal archery emergency phrase) if you spot a hazard.

Always respond to the "fast" call by lowering your bow arm and returning your arrow back into your quiver. Wait until the hazard has gone and when safe to proceed either call "Clear to Shoot" or wait for the "Clear to Shoot" command to be given before commencing shooting.

If the hazard is behind the fence you do not have to call "Fast"

## **Arrows**

### **Permitted:**

All carbon, aluminium/carbon composite, aluminium & wooden arrows

### **Not Permitted:**

Fibre-Glass arrows

**All arrows must be identifiable**, i.e. labelled with your name/initials and preferably numbered.

**Count** how many arrows are in your quiver.

After shooting each end and before leaving the club, **re-count** your arrows to ensure you have the same amount of arrows you started with.

## Lost Arrows

All lost arrows **must be found**. This is imperative to protect other users of the field from injury. If able, all archers should assist in looking for lost arrows to minimise disruption to shooting. A metal detector and rake are available for this purpose. Arrows that cannot be found **must be logged** in the Lost Arrow book, located in the office and the container. You must also notify a committee member, and if possible communicated to others via the WhatsApp Group Chat. You must return to the club to look for your arrow/s at your earliest convenience and inform a committee member when the arrow(s) is/are found.

## Etiquette – A Good Archer Does Not

- Talk loudly whilst others are shooting
- Talk to another archer who obviously prefers to be quiet
- Make any exclamation on the shooting line that may disconcert an archer in the act of shooting
- Swear or make inappropriate remarks, please remember we are on school premises (there may be children present)
- Approach or leave the shooting line while archers either side are at full draw
- Approach another archer to give advice on their technique, form or any other information regarding their shooting (unless they are being dangerous)
- Go behind the target to retrieve arrows before the score has been recorded
- Use a sharp object to retrieve arrows that are in the target stand; always use the Arojac when needed
- Walk up and down the shooting line comparing scores
- Touch anyone else's equipment without permission
- Start taking in the roping equipment before archers have finished shooting for the day
- Expect other archers to put up and take down bosses, you must always help if you can

## Etiquette – A Good Archer Always

- Observes good personal hygiene
- Ensures their equipment does not impede other archers
- When calling scores, does so in groups of 3, for example "7-7-5" pause "5-3-3"
- Offers to pay to replace another person's arrow (or other equipment) if they break through their own carelessness and offer to pay for it on the spot
- Ensures all archers have scored their arrows **before** pulling them from the target
- Thank the scorer and puller at the end of each round for work on their behalf
- Takes their litter home or disposes of it in a bin

## Dress Code

Sandals are not permitted to be worn when shooting (indoors or outdoors). This is for your safety, please adhere to this rule or you will be asked to leave the premises (re-offenders will instantly have their membership revoked). Always dress appropriately bearing in mind that we are on school premises. Please refer to AGB Rules of shooting – Rule 307. A paper copy is in the office

## First Aid

The club provides a small first aid kit in the office and in the everyday container, but you are advised to carry a small kit in your archery bag/case for your personal use. If you have any accidents or injuries when at the club, please write it in the Accident/Injury Record Book (located in the office). Shelley Hurst is the club's certified First Aider.

## **Indoor Shooting**

Adult Archers over the age of 18 may book to shoot alone indoors.

Junior Archers under the age of 18 may book but must be accompanied by at least one parent/guardian at all times.

## **Indoor Range – Pavilion**

**Please Note:** If you make yourself and/or others a drink, please put a donation in the honesty tin provided. We want to keep this facility so all archers can enjoy a cuppa but without your donations this facility will STOP. Remember to bring your own milk.

When shooting in the pavilion range, the fire exit door may be wedged open to allow air flow in hot weather, however, due to security concerns, it must never be left open when leaving the range unattended, i.e. toilet breaks, use of kitchen facilities etc.

- When leaving the pavilion, go through the checklist;
- Wash any cups/cutlery you have used and wipe down surfaces
- Make sure the Pavilion front door is locked and once inside the office, lock the office door.
- Remove target faces from bosses, sweep up under the bosses, tidy the range & turn off heaters, radio & lights
- Lock the Fire-Door and double check it is locked and don't forget to scramble the code on the key safe.

## **Indoor Range – Morton Hall – September to March**

Tuesday & Friday – 7pm – 9pm

Availability will depend on the use of the hall for exams; notification of availability will be emailed to all members as and when available. Check our Facebook Group, website calendar, WhatsApp Chat and email.

**IT IS THE RESPONSIBILITY OF EVERY CLUB MEMBER TO ABIDE BY THESE RULES AND MAINTAIN THE STANDARDS OF ETIQUETTE.**

**IF ANYONE BECOMES UPSET BY MEMBERS BREAKING THESE RULES, PLEASE GENTLY & POLITELY POINT OUT THE RULES TO THE INDIVIDUAL CONCERNED. IF THIS DOES NOT WORK, REPORT YOUR CONCERNS TO A MEMBER OF THE COMMITTEE.**