

BRONTË ARCHERS



Members Handbook
September 2025 - 2026

Welcome to Brontë Archers

And thank you for joining!

In this booklet you will find :-

- ◆ General information
- ◆ Constitution
- ◆ Safeguarding Policy
- ◆ Club Committee Members
- ◆ Archery GB Level One Coaches
- ◆ Directions to Morton Hall



Please take the time to read all the contents of this handbook, it contains lots of helpful information regarding all aspects of the club.

Booking shooting sessions



Your first couple of sessions will need to be on organised Club Nights; We can introduce you to other members, show you where everything is and help you gain confidence with your shooting. If you require help to book, please contact either: *Chair, Iain Potts* or *Secretary, Jeanine Williams* via email.

Keys to the pavilion and equipment container are to be found in a key box behind the planter nearest to the ramp. The code is 1398, please remember to replace the keys and lock the box when you are finished.

Outdoor Club Nights:

Mondays & Fridays 5pm onwards (March – September) Shooting is available all year round when the field is clear of other sports users. Check the calendar <https://bronte-archers.co.uk/calendar/> before booking <https://bronte-archers.co.uk/booking-form/> There must be two archers over the age of 18 to enable approval to shoot when booking outdoors.

Indoors at Morton Hall:

Tuesdays & Fridays from 6pm until 9pm (available) you will receive an email with available session dates. Please use the booking form to book your session. You may shoot alone indoors.



Indoors in the Pavilion:

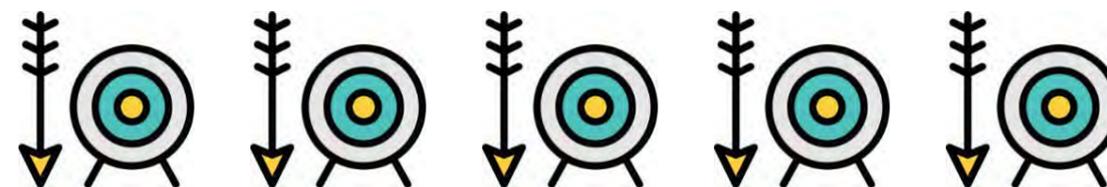
8.30am until 9.45pm, There are 6 x 2 hour sessions available per day, 7 days a week. Check the calendar <https://bronte-archers.co.uk/calendar/> before booking <https://bronte-archers.co.uk/booking-form/> Solo shooting is allowed in the indoor range with the exception of under 18's, they must, at all times, be accompanied by a parent/guardian over the age of 18. Accompanied means within sight and sound at all times.



Award Schemes & Rounds

We have plenty of award schemes that you can claim badges for, see our website for plenty of information on how to achieve them

<https://bronte-archers.co.uk/award-schemes/>



Your fantastic committee run the club on your behalf, so any help or advice you may need, please feel free to contact us

Executives

Chair – Iain Potts – chairperson@bronte-archers.co.uk

Secretary – Jeanine Williams – secretary@bronte-archers.co.uk

Treasurer – Gary Kemp – treasurer@bronte-archers.co.uk

Ordinary

Membership secretary – Iain Potts – membership@bronte-archers.co.uk

Beginners/Coaching Organiser – C/O Jeanine Williams – beginners@bronte-archers.co.uk

Junior Representative – Alexis Williams – juniors@bronte-archers.co.uk

I.T./Website/Admin – Albert Williams – web-admin@bronte-archers.co.uk

Records Officer – Alexis Williams – records@bronte-archers.co.uk

Tournament Organiser – Albert Williams – tournaments@bronte-archers.co.uk

Minutes Secretary – Jeanine Williams – minutessecretary@bronte-archers.co.uk

Equipment Officer – Jon Moore

New Members/Senior Representative – Jon Moore – seniors@bronte-archers.co.uk

General Members:

Julian Smith Alex Johnston Potts Neil Eldred

Safeguarding Officers:

Shelley Hurst -



Our Team of AGB Coaches:

Simon Coates, Nina Caulton and Jon Moore .
If you would like some coaching, just ask, they will be happy to talk to you .



To keep you informed of events, information, or if you want to look through the gallery of photo's etc. Our website address is: www.bronte-archers.co.uk

We have the WhatsApp Bronte Chat for your mobile/PC; this app helps with instant communication between archers. You will receive an email with an invite link to enable you to join.

Bronte Archers are also on Facebook; the link is on our website.

The following websites contain valuable information that all archers will find useful and informative.

<http://www.yorkshirearchery.co.uk/>

www.archerygb.org

<https://www.ncas.co.uk/>

[Retailers \(not all\)](#)

<https://www.blackridge-archery.co.uk/>

www.custombuilt.co.uk

<http://www.kgarchery.com/>

<https://www.merlinarchery.co.uk/>

<http://www.quicksarchery.co.uk/>

Archery Talk. A US-based discussion board - the world's largest. Especially good for compound shooters and traditional archers.

Please note that we pride ourselves on being one of the best clubs in Yorkshire with outstanding facilities.

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.



Club Nights, outdoor season March to September (Mondays & Fridays)

Please check the calendar before you attend if there are no bookings then you must book. There must be two archers minimum, you may not shoot on your own. 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 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. : Fibre-Glass arrows are not permitted.

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
- 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 it 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 Open toed shoes are not permitted to be worn when shooting (indoors or outdoors). This is an enforceable safety rule.

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.

The range can be opened using the key kept in the key box at the back of the planter beside the ramp up to the fire door, the code is currently 1398. But is changed annually.

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.

Constitution

Preamble

The name of the Club shall be Bronte Archers - hereinafter referred to as "The Club"

The postal address of the Club shall be that of the Secretary for the time being.

Objects

The objects of the Club are:

- To provide facilities for members to engage in the sport of Archery.
- To arrange and organise such Regional, National and International tournaments as the Club sees fit.
- To promote and encourage the uptake of the sport among the public at large

In furtherance of the above objects the Club shall have the following powers:

1. To affiliate to the Archery GB, Yorkshire Archery Association (YAA) and the Northern Counties Archery Society (NCAS) and be represented on the committees thereof.
2. To do all other lawful things necessary to carry out the objects of the Club provided always that in raising funds for its objects the Club shall not engage in any permanent trading activities.

Dissolution

If upon the winding up of the Club there remains after the payment of all debts and liabilities any funds or properties whatsoever, they shall not be distributed among the members of the Club but shall be transferred to some other organisation having similar objects to the Club.

Amendment

The Constitution of the Club may not be altered or amended except at an Annual General Meeting or at an Extraordinary General Meeting called with the requisite notice for that purpose.

Members wishing to move a proposition designed to alter or amend the Constitution shall submit such proposition to the Secretary twenty-one days before the Annual General Meeting at which, such proposition is to be considered.

Operating Framework

The regulations set out in the Archery GB Rules of Shooting shall be accepted as governing the sport of archery. When shooting indoors or out, members will follow strictly any guidance given by the Club or arising out of the agreements for the use of the Club's shooting facilities.

All other aspects of the administration of the Club shall be regulated according to the Constitution and Rules of the Club, which are deemed to be an integral part of the Constitution. In the event of a dispute the Committee shall have the power to arbitrate and its decision shall be final.

Membership

The Club shall provide for the following categories of membership:

- **Senior Members.** Aged (21 and over) paying the full annual subscription including AGB and any other affiliation fees.
- **Junior members.** Young people under 21 paying the appropriate annual subscription including AGB and any other affiliation fees.
- **Disabled Members.** Any member who has disabilities as defined by AGB, it is taken on trust that the member applying for Disabled Membership is disabled.
- **Honorary Members.** 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 affiliation fees.
- **Associate members.** Paying the full annual subscription excluding AGB and other affiliation fees on production of proof of direct payment of them or of membership of another Club.

With effect from 1st September 2024, Members may elect to pay their AGB fees directly. If they choose to do this AGB will ask for their affiliated club. If you choose to do this then you must then pay club fees to Brontë archers.

All members shall be entitled to vote in person at Club General meetings.

Duties and Responsibilities of Members

Every member must hold current AGB in addition to club membership.

Every member shall be bound to further the objectives of the Club and shall observe these provisions as well as those of AGB, YAA and NCAS

All members of the Club shall be entitled to ready access to the general communications and facilities of the Club, to be present at functions and events arranged by the Club and to receive such support and assistance as the Club is able to offer.

Club communications delivered to the Members' last recorded address will be deemed to have been properly served. It is the member's responsibility to ensure his current address and personal details are recorded at the Club.

All members will use their best efforts to ensure the safety and security of the property and equipment of the Club and to play an appropriate part in its maintenance.

Members will be expected to contribute some time or time equivalent every year to the preparation, staging and execution of the Open Club tournaments either as Field Party or in some other capacity agreed by the Tournament Organiser who will organise the work and record the details.

When juniors under 18 either individually or in groups are present at the club they must be supervised at all times by at least one parent/guardian or one non-shooting AGB Senior member. If shooting together as a family, bosses must be placed side by side to enable adequate supervision.

The provisions of the AGB Policy on Children and Vulnerable Adults will be observed at all times.

Membership of the Club will be terminated if:

- A properly authorised form of resignation is received;
- Membership fees remain unpaid thirty days after the due date;

If an individual engages in conduct deemed detrimental to the best interests of the Club, the Committee may, by a majority vote, reprimand, suspend or expel any member:

1. Before executing any of these sanctions the member shall be given at least fourteen days' notice in writing of the intended action and shall be granted the opportunity to be heard by the Committee.
2. In the event that the sanctions are confirmed they will be communicated in writing to the member. The Committee shall not communicate its decision, other than to the member, until after the proceedings are concluded.

Serious criminal or civil allegations will be passed directly to the authorities concerned.

Membership applications and dues

An application for membership shall be made on the appropriate form to the Membership Secretary together with the necessary fees. The application will be ratified at the next committee meeting and the member informed of the outcome and issued with a membership Card and container key as soon as practicable thereafter.

All Club dues will be determined by the Club Committee from time to time and approved by members in General Meeting.

All membership dues shall become due and payable no later than September 1st annually for the following year. Membership fees that remain unpaid by September 30th will result in the immediate termination of membership.

The Club committee may, at its absolute discretion, waive, cancel or reduce payment of the Club dues or any other indebtedness of a member of the Club for any reason.

Functions and Composition of the Committee.

The Club shall be administered by a Committee, elected annually by a simple show of hands by those present in person/virtually at the Annual General Meeting or submitted by proxy vote from members. Nominations for Committee members must be submitted to the Secretary **seven** days prior to the Annual General Meeting and every nomination must be proposed and seconded by a Club member in good standing and must confirm that the candidate is willing to fill the vacancy. Committee members shall take office at the conclusion of the Annual General Meeting.

The Committee shall consist of three executive officers, Chair, Secretary and Treasurer who ideally each have had at least two year's consecutive membership of the Club. Persons with familial, domestic or civil relationships one with another may not hold these positions. There must be in addition up to eight ordinary members and at least 3

General Members each of whom ideally have had at least one year's full membership of the Club.

If deemed necessary, the Committee may co-opt additional members for specific duties until such times those duties are no longer required, whereupon they revert to being regular club members or until they are formally elected at the AGM.

There must be at all times a majority of shooting members on the Committee.

Any Committee member missing three consecutive meetings without apologies will automatically be considered to have resigned and a replacement will be elected or co-opted as necessary.

The Club Committee shall consist of the following persons whose services shall be purely voluntary.

- Executive – Chair
- Executive - Treasurer
- Executive - Secretary
- Membership Secretary
- Minutes Secretary
- Beginners/Coach Coordinator
- New Junior Representative
- New Senior Representative
- Tournament Organiser
- Deputy Tournament Organiser
- Records Officer
- Equipment Officer
- IT Officer
- General Member/s

Committee Meetings

No business shall be transacted unless a quorum is present when the meeting proceeds to business. A quorum will consist of at least two of the Executive Officers of the Club (Chair, Secretary, Treasurer) and at least two ordinary members.

Committee meetings will normally be held every 2 months with a minimum of six per year. The maximum time that may elapse between any two meetings is three calendar months.

In the case of an emergency the Chair, Treasurer and Secretary shall together have full power to act.

Questions arising at any meeting shall be decided by a simple majority of votes. In the case of an equality of votes the Chair shall have the casting vote to preserve the status quo. The Chair shall not have a deliberative vote.

The Committee will cause proper minutes to be kept of all its proceedings and of the proceedings of all General Meetings and any sub-committees set up for any purpose.

The minutes of any meeting if approved at the next succeeding meeting shall be conclusive proof without further evidence of the business conducted and the decisions made.

Bronte Archers Safeguarding policy statement

Bronte Archers acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Archery GB requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation socioeconomic background, all children

have a positive and enjoyable experience of sport at Bronte Archers in a safe and child centred environment

are protected from abuse whilst participating in Archery with Bronte Archers or outside of the activity.

Bronte Archers acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy Bronte Archers will

promote and prioritise the safety and well-being of children and young people

ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people

ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern

ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored

prevent the employment/deployment of unsuitable individuals

ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Bronte Archers. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and Archery GB
- as a result of any other significant change or event.

General Meetings

A general meeting of the Club shall take place every calendar year on or before the 30th November as the Annual General Meeting of the Club.

Those entitled to receive the notices of the Club will be given at least twenty-eight days' notice of any such meeting specifying the day, the hour and the place of the meeting and in case of a Special Meeting the nature of business to be conducted.

A Special Meeting may be called by the Club Committee or by ten members giving their reasons in writing to the Committee.

Club communications delivered to the Members' last recorded address will be deemed to have been properly served. It is the member's responsibility to ensure his current address and personal details are recorded at the Club.

The Ordinary business of an Annual General Meeting shall be:

- 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 Chair
- To amend if necessary subscription levels for the following year
- To elect new Committee Members
- To conduct any other business subject to specific detail in the agenda

The Constitution will be reviewed regularly and any necessary updates or amendments will be brought before the membership at either an AGM or and EGM, depending on the urgency of the changes.

One final note, due to the nature and location of our range, regrettably, we do not permit the use of Crossbows either indoors or out.

Committee

Chair: Iain Potts



Secretary: Jeanine Williams



**Equipment
Officer : Jon Moore**



**Deputy Tournaments
Organiser**



Treasurer: Gary Kemp



**Membership Secretary :
Iain Potts**



**Junior Representative :
Alexis Williams**



**Senior Representative:
Jon Moore**



**Beginners and Coaching
Organiser: Jeanine Williams**



**IT Officer and Tournaments
organiser: Albert Williams**



**University Liason :
Samson Wang**

**General Member:
Alex Johnston Potts**



**Records Officer
Alexis Williams**



**General Member
Neil Eldred**



**General
Member
Julian Smith**



**Minutes Secretary
Vacant**



Etiquette does not allow anyone to offer you advice!

You have to ask for it.

So if you you feel you might benefit from a few pointers,
Just ask! Our experienced archers will be happy to help.





Access to Morton Hall via the School Road



Parking is in front of the building and the entrance is around the side.

What 3 words
Showed.frosted.friend