



# Bronte Archers Club Handbook

## **Introduction**

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.

Our website [www.bronte-archers.co.uk](http://www.bronte-archers.co.uk) has all the contact information if you need to email any one of us.

## **Management of Bronte Archers Administration**

All the club's management procedures and rules are in the club's Constitution; a copy is on the notice board and is available on the website. If you wish, an electronic version can be emailed to you.

Please take the time to read the Constitution.

The club is run voluntarily by the Committee which are elected at the Annual General Meeting.

## **The committee consists of:**

Chairman - Stephen Sparke

Secretary – Deborah Waterhouse

Treasurer - Gary Harrop

Membership Secretary – Deborah Waterhouse

Beginners/Coach Coordinator – Craig Kennedy

Records Officer/ Tournament Organiser - John Fell & Deputy T/O – Cliff Braybrook

Equipment Officer – Position Vacant

IT Support / Website Admin / Discord Admin - Chris Smith

Catering Officer – Cliff Braybrook

General Members – Kirsty Blakemore-Ash, Kat Fell & Rosemary Fell

Welfare Officers – Deborah Waterhouse & Rosemary Fell

## **Committee meetings**

Committee meetings are held a minimum of 10 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
- 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. If you cannot attend the AGM, you can appoint a named individual or the Chairman to vote for you by proxy.

## **Membership/Renewal Fees**

Membership/Renewal fees must be paid **before** the 1<sup>st</sup> September each year, prior to this date all members will be reminded by whatever means possible, informing you of the renewal date & fees due. Membership forms are available in the office. Please contact the Membership Secretary if you have any queries.

## **Levels of Membership**

**Senior Full Member** - Over 24 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 & Disabled** – Students within the age range paying the appropriate annual subscription which includes Archery GB, NCAS & YAA affiliation fees. Any persons who are disabled.

**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 Archer** (must be AGB Registered) A member of another club wishing to shoot at Bronte up to 3 times in any one year.

Cost of current membership fees are on the Membership form which is downloadable from the website, forms are available in the office or if you wish to have it emailed to you please request this from the Membership Secretary.

## **Coaching Sessions**

You will have already met at least one of the Clubs Coaches on your beginner's course 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**

On the website there is a Club Forum, which all members are invited to register and log into as often as you wish. We also have the mobile app – Discord, again all members are free to join (ask the I.T Officer for an invite).

Important announcements/upcoming shoots, will also be pinned onto the notice board within the Pavilion.

If any member wishes to communicate with the committee regarding club issues please feel free to talk to us, if we are not available please email any one of us and we will contact you as soon as we can.

## **Volunteering**

Any time there is an event at the club, a notice will go up on the notice board and on the forum/Discord app & Website, asking for volunteers. We always need helpers and no offer of help has yet been refused and is always gratefully accepted.

The club cannot hold tournaments unless we have volunteers that are willing to help and all volunteers will receive *free food and refreshments on the day/days that 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 will be gratefully received.

## **Bronte Archers 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. Replace ALL EQUIPMENT in the relevant correct place.

## **Grass Cutting**

This takes priority over shooting or other activities. This may need to be carried out on any day at any time, please have respect and courtesy and cease shooting until the groundsman has finished and the field is safe.

## **Shooting Outdoors**

When any shooting is in progress there must be a minimum of two people present each being a minimum of 18 years of age, one of whom may be a non-archer to act as a lookout. The archer is responsible to inform the lookout of all safety aspects applicable. Where two adult archers are present and shooting together they will alternate on the shooting line so that the non-shooting archer can act as the lookout.

**Juniors.** When juniors (i.e. 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 **and** one non shooting AGB Senior Member. If shooting together as a family, bosses must be placed side by side to enable adequate supervision.

The field must be roped off correctly;

### **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 10yds to the side of the shooting line, to a point 20yds to the side of the range at 100yds from the shooting line, and continuing on that angle of line to the overshoot line/fence.

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

Caution signs in a clearly visible place and bosses tied down correctly 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 replacing your arrow back in 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. This applies even though we have a new fence erected. If persons/animals are walking behind the fence the "Fast" rule must be adhered to.

## **Remember to abide by all the safety regulations when you shoot.**

Please note that "All Carbon" arrows are **not** to be used outdoors at Rawdon Meadows. Members or associates found using these will instantly have their membership revoked.

This is a **ZERO TOLERANCE** rule.

ACC, ACE, X10 and other aluminium cored arrows are allowed.

No crossbows may be used at the Club.

When shooting, if you are consistently missing the boss and looking for arrows in the grass, this may impede shooting time for other archers. Please be respectful and move to a distance you are comfortable with. Other members do have the right to politely ask you to move down to a distance you are capable of shooting.

## **Lost Arrows**

Before commencing shooting please count how many arrows are in your quiver. When collecting your arrows after shooting an end, please make sure you collect the same number of arrows you have shot. All arrows must be identifiable, please put your initials on all arrows with a pen/sticker.

All lost arrows must be found to protect other users of the field from injury.

Other 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 notified to a Committee member, reported in the Lost Arrow Book (located in the office) and communicated to others via the Discord app or the forum on the website.

### **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 until the score has been recorded
- 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**

- Takes their litter home or disposes of it in a bin
- 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.

### **First Aid**

The club provides a small first aid kit in the office, 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). Cliff Braybrook is the clubs certified First Aider.

### **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. Available on the website here:

<http://www.bronte-archers.co.uk/assets/ros-april-2018.pdf> (A paper copy is in the office)

### **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, before commencing shooting.

### **Guest Archers**

Guest archers are permitted to shoot as long as they hold a current AGB Card (proof of this may be requested by any club member) and they pay £2 per session; An honesty tin is in the indoor range, or give to a Committee Member/Full Member to pass onto the Treasurer.  
Maximum of 3 sessions per year.

### **Club Nights**

**Outdoor Season -March to September – dates on the website/forum/discord & notice board.**

#### Outdoor Range - Rawdon Meadows

Monday & Friday Club Evenings - 7pm – Dusk

If the field is clear and available in the mornings, you may set up but **must not** start shooting until after **8am**.

The availability of the outdoor range will depend if other sports are on the field, check the timetables available in the pavilion.

September to March – dates on the website/forum/discord & notice board.

#### Indoor Range – Morton Hall

Tuesday & Friday – 7pm – 9pm

Availability will depend on the use of the hall for exams, please check for notifications of closure via the website/forum/discord and notice board.

#### Indoor Range - Pavilion

Every day all year round – 8am – 9.45pm

The keys for the pavilion can be obtained from Woodhouse Grove Reception, it must be signed for and your club membership card left in the key book. No membership card = No keys.

The keys **must** be returned by 9.45pm. If reception is closed please post the keys through the door to the left of reception.

#### **NOTE:**

When the school is closed for holidays, the pavilion keys are kept in the everyday container, please ensure that the container is locked after collecting the keys and when returning the keys back to the container please ensure you lock the padlock on the container correctly.

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. Any member found using the fire exit door without due care and attention will no longer be allowed to shoot in the indoor range.

- When leaving the pavilion, go through the checklist;
- Make sure Fire Exit Door is securely locked
- Tidy the range & turn off heaters and lights
- Wash any cups/cutlery you have used and wipe down surfaces, put away, lock the cupboard and return the padlock key to its hook in the office.
- Tidy the office & lock the office door
- Lock the pavilion door and then return the keys.
- If any archers wish to continue shooting then you must ask one of them for their card, give them the keys, then proceed to collect your card from reception, leaving their card in place.

## **252 Distance Award Scheme (Outdoors)**

Bronte Archers are keen to encourage all members to develop their archery and have in place a 252 Award Scheme.

The 252 Award Scheme is designed to help you practice your shooting at different distances and recognise your achievements.

The rules are here <http://www.bronte-archers.co.uk/award-schemes.html> and printed on the scoresheets which are available in the office.

Badges are available from the Records Officer for a small price of £2.50 each.

## **Portsmouth Round Badges (Indoors)**

The Portsmouth Round is one of the main rounds shot when we move indoors for the winter.

There are badges that can be achieved for attaining certain scores.

The rules are printed on the score sheets which are available in the office.

## **Outdoor Classifications**

This is a score-based scheme for seniors and juniors, shooting the rounds appropriate to their age. These are the classifications with Grand Master Bowman being the highest level:

- Grand Master Bowman
- Master Bowman
- Junior Master Bowman
- Bowman
- Junior Bowman
- 1st Class
- 2nd Class
- 3rd Class

Claims for Bowmen, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Class & Bowmen Badges are administered by Archery GB clubs e.g. Bronte Archers

To gain a classification you need to shoot three scores that meet that classification level. The highest two classifications, Master Bowman and Grand Master Bowman, can only be achieved with scores achieved at record status competitions. Once you achieve a classification you cannot go back and claim a lower one.

You can hold different classifications for different bow types, but you can only hold your classification for the calendar year in which you shot your qualifying scores. You must re-qualify each year to maintain it.

The list of scores appropriate to gender, age, round and bow style are in the Classification Tables of the Shooting Administrative Procedures.

<https://www.archerygb.org/wp-content/uploads/2017/05/Proc0203ShootingAdminProceduresOct2016-21395.pdf>

**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 POINT OUT THE RULES TO THE INDIVIDUAL CONCERNED. IF THIS DOES NOT WORK, REPORT YOUR CONCERNS TO A MEMBER OF THE COMMITTEE.**