

# Thanet Archery Club



## Table of Contents

Table of Contents.....	1
<u>Rules</u> .....	2
<u>Fees</u> .....	3
<u>Governing Body membership</u> .....	3
<u>Committee</u> .....	3
<u>Juniors</u> .....	4
<u>Shooting Alone</u> .....	4
<u>Shooting Times</u> .....	5
<u>Club Days</u> .....	5
<u>Accessing the Ranges</u> .....	5
<u>Limitations on equipment</u> .....	6
<u>Club Equipment</u> .....	6
<u>Setting Up the Range</u> .....	7
<u>Safety</u> .....	7
<u>Safety Equipment</u> .....	8
<u>Scoring</u> .....	8
<u>Dress Rules</u> .....	8
Club days.....	8
Internal, Inter-Club and Away Competitions.....	8
<u>Good Manners</u> .....	8
<b>Do</b> .....	8
<b>Don't</b> .....	8
<u>Unacceptable Behaviour and Gross Misconduct</u> .....	9
<u>Beginners</u> .....	10
<b>Application</b> .....	10
<b>Fees</b> .....	10
<u>Equipment</u> .....	10
<u>Shooting at Away Tournaments</u> .....	10
<u>Notices</u> .....	10

<u>Rules for Expenses</u> .....	10
<u>Data Protection</u> .....	11
<u>Ex-offenders Policy</u> .....	11
<u>Appendix - Clout and Walk-back range usage</u> .....	12

**Rules**

As defined in: -

Thanet Archery Club Constitution  
Bye-laws as agreed by the committee and published in the Thanet Archery Club Booklet.

**Fees**

Are set each year at the previous AGM.

There is one fee per member which covers membership, insurance & target fees. Family members' fees may be paid together.

Honorary members are only required to pay the insurance component of the Senior members fee, which is £10/yr.

**Membership fees**

Senior - £70 (may be paid in full or £17.50/quarter by s/o).  
Junior - £30 (may be paid in full or £7.50/quarter by s/o).

Senior disabled - £63.00 (10% discount - may be paid in full or £15.75/quarter by s/o).  
Junior disabled - £27 (10% discount - may be paid in full or £6.75/quarter by s/o).

**Visitors and Associate members** – £5/shoot (juniors £2.50) to be put in the tea money pot and must sign in whenever they shoot as a visitor.

Visitors **must** be accompanied by a Senior club member and must be signed in before shooting.

Fees may be paid in person or online by BACS/standing order.

Indoor shooting fees shall be paid on the day.

**Governing Body membership**

**ARCHERY GB/SCAS/KAA Membership** shall be arranged by members independently of the club if required.

**National Field Archery Society membership** shall be arranged by members independently of the club if required.

Various items of club clothing are available, please ask a committee member for more information.

## **Committee**

President  
Chairman  
Treasurer  
Secretary  
Club Captain  
Head Coach  
Records Officer  
Membership Officer  
Equipment Officer(s)  
Building Officer  
Field Officer  
3D Range Officer  
Safeguarding Officer  
Competition Coordinator  
Junior Rep. (if one elected)  
Up to 3 non-Officer Committee Members, but more if deemed necessary.

The Committee members' names will be posted on the club website members area and WhatsApp page along with useful contact information. One committee member may undertake more than one role.

## **Juniors**

The Thanet Archery Club Constitution states that juniors shall be accepted from the age of ten years. If younger than twelve years it will be a condition of membership that (a) either their parents or parent are shooting members or (b) the committee will use its discretion for acceptance of membership

A legally responsible adult (parent or guardian) must also be present whenever a junior is at the field. Those >17yrs with a full car driving license who have been approved to shoot without parent/guardian accompanying must have a DBS-registered member present on site.

Accompanying archers with specific medical needs will be reviewed by the committee individually.

## **Shooting Alone**

Lone shooting is where the archer is the only person shooting on a range. This includes instances where others may be shooting on another range.

To ensure those shooting alone are safe to do so, committee approval must be sought and may require a short briefing on opening/closing up.

A process has been put in place that will require you to agree to a disclaimer and health declaration. The committee will approve sole shooting for anyone who has agreed to the disclaimer, health declaration and whom they feel has the experience to be safe.

Lone shooters must have at least 6 month's experience within the club to be approved. Committee discretion may be applied where recent new members are already experienced archers. For insurance purposes, associate members will be treated as visitors. Consequently associate members are not eligible to be considered for lone shooting. Any current lone shooters who are associate members **must** switch to full membership to keep lone shooting status.

Juniors will not be able to shoot alone.

Extra rules will be required to ensure safety of the archer and anyone entering the ranges.

- Arrows are only to be knocked once the Archer has ensured that the area behind the boss is clear.
- A final check is made by the Archer that the area behind the boss is clear before coming to full draw.
- Only experienced archers will be approved for lone shooting.
- Specified Target only:
  - Do not use the three 3D targets nearest the Main range shooting line
  - If you're physically unable to cover/uncover a target or open/close the backstop netting, please use the walk-back targets or 3D range only (as per rules for 'Setting up the Range' below).

It is suggested that you inform someone that you are shooting alone and between which times and when you finish, this person should be able to go to the field if called or you do not finish at the expected time.

If you arrive at the field to shoot and there is a person shooting alone, you will be able to see this from the booking App, make them aware that you are starting to shoot and where you will be shooting.

When you finish shooting, and one person is left alone please inform them that you are leaving.

It is foreseen that as the field develops and extra safety measures are introduced some of these rules may be relaxed. Please be aware that scores recorded during lone shooting are unwitnessed and therefore cannot be verified for club records or classification awards.

In order to request sole shooting approval please use link below and then follow emailed instructions. Approval will stay in place until your or the club's situation changes.

<https://thanetarchery.ddns.net/views/newRequest.php>

### **Shooting Times**

**N.B. These may be changed as necessary. The detailed club fixture list for the year will be published each spring.**

Members are allowed to shoot at any time in daylight hours.

Members must attend a normal club day at least once per month (preferably one of the Saturdays)

### **Club Days**

Summer: April – October  
Saturday: 10.00am onwards  
Sunday: 10.00am onwards

Tuesday/Wednesday/Thursday evenings (May-August): - from 6pm in daylight only

Winter: November - March  
Saturday 10:00 - 12:00

Club competitions may be scheduled on Sundays. Please check the fixture list.  
Indoor shooting:- 6:30-9pm Tuesdays at the Ursuline College (October-March).

### **Accessing the Ranges**

If the main gate is closed on arrival, there is a key coded lock in place - the code will be made available to club members. When the last person leaves, the gate should be closed and locked. Once the terminal road gate near the airport main entry junction is opened for use in the mornings, ensure that the padlock is secured, and the combination number scrambled. The gate should be left open during working hours (9am-5pm Mon-Fri).

On club days, we operate a relay-access system at the main gate between 9:15 & 9:45am. The first person to arrive after 9:15 waits at the gate to hand over to the next arrival, who then waits for the next person to arrive. The person on the gate at 9:45am locks the gate and makes their way to the car park. After 9:45am the gate should be kept locked, unless specifically left open by airport security.

If access is required to the clubhouse there is a key coded lock in place - the code will be made available to club members.

The kitchen door should be shut and locked as the last person leave the field.

The emergency door must be closed as the last person leaves the field.

Everybody accessing the ranges must sign in **before they shoot** whenever they shoot on the tablet in the Sign-in room or via the smartphone link below.

If the red flag is flying, access to all the ranges will be **only** via the marked path or (via the road for those with impaired mobility) and behind the safety line of the practice field.

Weekdays from start of business the gates can remain open. After 5pm please close/lock the gates.

Weekends and Bank Holidays for site access, please close and secure behind when entering/leaving the airport site.

### **Limitations on equipment**

Carbon arrows accepted but owners must take responsibility for lost arrows. Lost/orphan arrows to be reported in incident book. Members' arrows should be named.

Arrows which unduly damage targets, such as broad-heads, bodkins, turbo points and blunts are not permitted and must not be carried during any shoots.

Compounds will be limited to a peak weight of 60lb.

Longbows will be limited to a MAXIMUM weight of 70lbs.

Crossbows will not be accepted by the club.

### **Club Equipment**

Club equipment including bosses and stands damaged or broken due to wear and tear should be reported in the incident book and left in the allocated place. Equipment officer's contact details shall be displayed on the website.

Archery equipment is varied and expensive; care should be taken not to damage or lose any club equipment.

Members are expected to return all equipment to its proper place in the clubhouse and to keep the clubhouse tidy at all times.

Club bows issued to new archers will be available at the club on Saturdays and Tuesday beginners' evenings only. This is to help the club prioritise those days to assist new archers. Some discretionary arrangement may be agreed with the Equipment officer if this proves to be especially restrictive for anyone. Club bows will not be available for use at the Ursuline College for the indoor season.

### **Popinjay**

Due to the particular risks associated with the popinjay (mast-mounted) target, this should **only be used under supervision by a member of the coaching team** i.e. at a corporate event or a special club event organised for the purpose.

### **Setting Up the Range**

The target range will normally be setup with targets at each distance.

If you move a target, it should be returned to its original position once you complete your session.

Targets should be covered at the end of the session.

On the Practice field the backstop netting should **always** be closed when shooting.

On the Target Field the netting is to minimise the number of arrows being lost behind the targets; use of the backstop nets behind the target being used will be at the Archers discretion.

Nets must be tied back when not in use to prevent wind damage.

Spare equipment will be stored in the clubhouse.

### **Safety**

Members must not start shooting until another person is in attendance on the same range, **unless you are already approved for lone shooting.**

On arrival the red flag **must** be raised to show that shooting is in progress.

If you are the last Archers to leave the field, please ensure that the red flag is lowered.

Please use the WhatsApp group to check if anyone else is shooting when you want to shoot.

The WhatsApp group will be used to tell members when field maintenance or other activities is taking place.

If there are groups shooting on both of the target ranges, they are independent and arrow collection does not have to be synchronised. To avoid confusion, range captains' whistles/sounders **must** have distinctly different sounds.

A range captain should be nominated if there is more than one target in use on the target ranges.

If all targets on short range are in use, two archers must act alternately as field captains i.e. one will keep an eye on road & range while the other shoots.

An archer bringing family/friend to act as companion/lookout should ensure that the individual has previously visited on a Club day to familiarise him/herself with shooting line etiquette and club safety practice. The person acting as companion/lookout **must** be aged over 18. Parents who wish to shoot with family who are junior archers over 13yrs should use their discretion as to whether they are old enough to act as lookout.

It is the responsibility of the archer to ensure that any children (esp. young children) visiting under their supervision are kept under control and should not roam on their own.

Shout the word "FAST" if you see anyone in front of the line when shooting is taking place.

Never shoot if you hear the shout "FAST" or a warning blast on the whistle; come down immediately, even if at full draw.

Never "nock" an arrow unless you are on the shooting line.

Never draw a bow unless you are on the shooting line

Never draw and loose a bow without an arrow being shot  
Always point the arrow towards the target when drawing a bow.  
Never shoot or cross the shooting line unless the field captain indicates you may do so.  
Never run.  
Always remain at least 5 yards behind the shooting line if not shooting.  
Ensure there is no one behind you when drawing arrows from the target.  
Do not stand immediately behind those who are removing arrows from targets  
All archers must wear suitable footwear. (No open toed shoes)  
Watch where you are walking on the way to the target, there may be arrows in the ground.

### **3D range**

No targets, equipment or pegs should be moved without prior agreement of the Field Archer representative on the Committee.

All Relevant safety rules apply but in addition:

- when looking for arrows a bow should be left on the bow stand or across the target so other archers know someone is on the range.
- If more than one group is using the range a whistle must be used as in target archery to ensure safe retrieval of arrows.
- "One hit per target per round". Once you have hit your target, you shoot no more arrows at it on that round.
- Even when practicing, archers should not continually shoot at one target; this will reduce the amount of wear and tear on the 3D targets."

### **Safety Equipment**

The following items are kept in the field hut near the practice range.

- **First aid kit** – this should be kept stocked up from the main British-standard Workplace 1st Aid box in the kitchen. If stock is running low, please inform a member of the maintenance team (Building, Field or Equipment officer).
- **Defibrillator** – any use of this **must** be logged as an incident.
- **Arrow-puller** - this is the safest way of removing arrows embedded in target stands, so please use it. You may avoid stabbing yourself with an arrow-knock.

### **Scoring**

If a mistake is made when recording the arrows the Field Captain must be called before the arrows are pulled. The Field Captain will correct the error in different coloured pen and initial the change. If this is not correctly carried out and later a record is claimed the claim may be disputed or refused. Score sheets should not be copied onto new sheets following the shoot as again records may be disputed.

### **Dress Rules**

**At all times, footwear that encloses the toes and front of the feet must be worn while shooting; open toed shoes/sandals are NOT allowed.**

## **Club days**

Casual dress suitable for archery may be worn. Tops should cover the whole of the torso and tuck hoodie toggles/laces inside the top to avoid getting caught on the bowstring. Likewise with necklaces.

## **Internal, Inter-Club and Away Competitions**

For Internal & Inter-Club Competitions, it is preferred that: -

Tops: - Should be plain, cover the top half of body (including at full draw) and have sleeves (long or short).

Lower: - Any regular item.

Clothing should not be torn or frayed, even if bought that way.

Alternatively, Club Colours may be worn: -

Tops: - White Polo or T-shirt; club badge on chest, club name on back in red. Earlier Club Colours with a red trim are also valid.

Optional - Red Sweatshirt; club badge on chest

Lower: - Navy blue trousers, shorts or skirts.

Club tops are available to order; contact a member of the committee if details are required.

*If shooting outside the club at an event held under any Archery Organisation's regulations, it is important to check in advance their dress codes – not following them may result in not being allowed to take part.*

## **Good Manners**

### **Do**

If you arrive when other people are shooting, please wait until those shooting have collected their arrows before starting to shoot

Assist with pulling the arrows from the target

Pull arrows from the target the correct way

Help move targets when distances change

Help put the targets and other equipment away at the end of the shoot.

Help move targets back to their original places after shooting

### **Don't**

Never touch anyone's equipment without asking.

Do not talk too loudly whilst others are shooting.

Do not talk to someone who obviously prefers to be silent, they are probably concentrating.

Do not exclaim on the shooting line as it may interrupt the archers around you.

Do not go behind the target to collect missed arrows until all the scores have been taken.

Do not go up and down the line comparing scores.

Do not leave litter on the field.

Do not leave mobile phones on unless absolutely essential (if needed, switch to 'silent' mode).

If you are in doubt, always ask. No one will shout or make a fuss.

Some club equipment is dangerous to the user and/or your equipment – ask for assistance before using club equipment you are unfamiliar with.

Smoking or Vaping are not allowed anywhere on the site

No Pets are allowed at the field

## **Unacceptable Behaviour and Gross Misconduct**

The following are examples of unacceptable behaviour which will be investigated using the Disciplinary procedure:

- Actual or attempted theft, fraud or dishonesty.
- Falsification of records.
- Fighting, physical or sexual assault, violence, threatening behaviour, abuse or damage to people or property.
- Failure to comply with reasonable marshal requests/instructions.
- Repeated rudeness or rudeness that results in a complaint from a member, member of the public, or other third party.
- Serious breaches of the Thanet Archery Club Booklet
- Breach of the safety rules.
- Wilful/deliberate damage or misuse of any club property or the property of members or the general public.
- Gross negligence or incompetence which causes or might cause unacceptable loss, damage or injury.
- Bullying or harassment on the grounds of sex, race, disability, age, sexual orientation, religion or belief or any other protected characteristic of another member, agency or contract worker, customer, visitor or any other third party to whom all CLUB members has a duty to prevent such discrimination.
- Indecent, offensive or immoral behaviour.
- Disclosure of confidential information pertaining to the CLUB.
- Telephone, computer and e-mail misuse, including personal usage, hacking and/or the access, downloading or transmission of any pornographic or discriminatory or otherwise offensive material.

This is not intended to be an exhaustive list however such conduct will almost certainly amount to a disciplinary offence, the maximum penalty for which would be dismissal from the Club for gross misconduct.

**Any unacceptable behaviour or gross misconduct will be investigated, using the Thanet Archery Club Disciplinary Procedure**

## **Beginners**

### **Application**

The coach will accept applications by email. The club coach will invite prospective beginners to meet him at the field. He will complete an application form with the prospective beginners.

## **Fees**

A £10 deposit, per person, must accompany each application. This is non-returnable should the person be unable to attend for any reason. Beginner's fees will be set by the Committee prior to the Beginners Course

## **Equipment**

All equipment needed during the course will be supplied through the club. Beginners should not buy any equipment until they have completed the course and received advice. All damages or losses to any equipment used by beginners are reported immediately, as from past experience this doesn't happen and takes time to rectify later. Associate membership **not** available to new archers.

## **Shooting at Away Tournaments**

It is the Archer's responsibility to enter any away shoots. They must also ensure they have the correct affiliations in place in order to enter.

## **Notices**

Notices will be published via email, on the Website and the Club WhatsApp group

Web:- <http://www.thanetarchery.club/>

Please introduce yourselves when you first post to the group. It should be kept for club announcements (maintenance and other official announcements, letting members know when you're shooting and on which range, arranging shooting times with other members, lift requests to the club, etc).

To ensure that this main WhatsApp group doesn't get flooded with more social-type messages, there is also an unofficial **Archers's Rest** WhatsApp group for other chat (general archery queries & advice, buying/selling archery kit, posting your tournament news, etc). To be added to this group, send a request to one of the group admins (Andy Doyle, John Foster or Adrian Mercer).

## **Rules for Expenses.**

The payment of expenses will only apply to Junior members who have been with the club for at least 2 years and then at the discretion of the Committee. These rules apply to all junior archers invited to take part in National Competitions or to shoot in the Great Britain team.

The cost of a cheap hotel room, Travelodge or similar to house both the junior archer and one parent or guardian will be refunded. It is assumed that they will stay in the same room. Any other parents or relatives' expenses are the Archer's own responsibility. It is assumed that the Archer and Parent will fund their own food.

In addition, the club will refund fuel expenses at 8p per mile for any part of the journey in the UK that will not be covered by Archery GB, SCAS, KAA or any other agency. It is the Archers responsibility to make every effort to gain expenses from Archery GB, SCAS and or KAA as it is TAC's understanding that some expenses will be paid if requested.

Archers who are receiving sponsorship of £1000 or more per year will be ineligible for these expenses. It is the responsibility of the Archer to inform the Committee that expenses are no longer required in these circumstances.

Receipts for hotel stays must be obtained and passed to the club treasurer for accounting purposes. No expenses can be paid without a receipt. Anyone found breaking these rules will forfeit the right to expenses.

If you have any doubts, please contact the club treasurer before you incur the expense. The committee reserves the right to review or withdraw these payments if circumstances at the club change.

### ***Data Protection***

The Thanet Archery Club holds your personal data on computer for the purpose of carrying out its business. Thanet Archery Club ensure that the information is only shared when necessary. Since the split from AGB the club does not share your information outside the club unless required for scoring external shoots. Information may be shared between committee members on a need-to-know basis. You have the right to have a copy of your information and to have any inaccuracies corrected. Only contact information will be retained three years after membership lapses; this is to allow past members to be contacted in case an ex-member return to the club.

Regarding the verification process for those whose club roles require DBS checks, no data will be held by the club after the DBS verification is complete. Any information needed for verification will be returned to the individual or disposed of securely as agreed by the person concerned.

### ***Ex-Offenders Policy***

The club reserves no right to enquire into a club member or potential member's criminal record. If the committee becomes aware of a member or potential member's criminal record, the committee will assess fairly and impartially whether a conviction constitutes an unacceptable risk to club members. However certain convictions resulting from offences committed at the club will result in dismissal from the club. These are detailed in the club Disciplinary Procedure. The individual's right to confidentiality will be respected, and any probationary requirements will be strictly adhered to.

The club is run by volunteers and has no employees. For certain club roles, (e.g. treasurer, Safeguarding Officer, coaching leads, club secretary), DBS checks (and in the case of treasurer, Companies House checks) will be required prior to club members taking on those roles. Convictions will only bar individuals from roles relevant to their conviction.

## **Appendix - Clout and Walk-back range usage**

Clout has been added to the field list on the booking-in app. This should be used when you intend to use the Clout. Because of the location of the Clout, it is essential that you look at the other bookings to see if there is anyone already using the 3D field or walk-back range.

### Using the Walk Back Range

When using the Walk Back Range put the orange barrier provided across the Clout Range at the end of the Walk Back Range. This will indicate that the Walk Back Range is in use and you should not pass.



*Barrier - in Open Position*



*Barrier in Closed Position*

### Using the Clout Range

When using the Clout Range put the orange barrier provided across the entrance to the walkway to the Walk Back Range. This will indicate that the Clout Range is in use, and you should not pass.



*Barrier - In Open Position*



*Barrier - In closed position*



*Clout shooting point*

The clout shooting line is marked with a Red flag on a red and white pole. Clout Shooting should not be done from any other position. A barrier will be placed near the flag that should be put in place when using the clout so it can be seen from the 3D field.