

Club Governance

1 Introduction

This document details the governance for the Wells City Archers on how it will operate and conduct its affairs and business.

2 Wells Sports Clubs

The Club Committee fully understands and supports the role of Wells City Archers (hereinafter called the Club) as a member of the Wells Sports Clubs.

3 Duties and privileges of members

All members (unless opted out) will have access to the general communications of the Club, to enjoy functions and events arranged by the Club and to receive support and assistance as the Club is able to offer.

All members can vote at Club General Meetings.

When shooting, either indoor or out, all members will strictly follow the AGB Rules of Shooting and AGB Code of Conduct as laid down by Archery GB. Members will also follow any additional rules as determined by the Club Committee.

All members will ensure the safety and security of the Clubhouse and equipment of the Club. Members will be expected to help (as appropriate) with ongoing maintenance and necessary repairs.

Members must inform the Secretary of changes in personal data, this includes but not limited, to changes in home address, email address and contact number; plus changes in personal circumstances that will impact the amount of membership fees that are due.

4 Junior membership

The minimum age for a junior member is 8 years. Each junior member of the Club who is below the age of 18 years must be accompanied by a parent or guardian when shooting at the Club. Junior members may shoot when at least two adults are present, one of whom must be their parent or guardian and one of whom must be a member of the Club and Archery GB. Provided that they are an adult member of Archery GB, one parent or guardian alone may supervise their own child(ren).

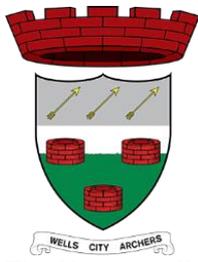
5 Disability membership

Where reasonable and possible, adjustments will be made to support members who have a disability. For the purpose of recognising what adjustments may be made and for whom, the equality act provides the following definition:

You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

Disability conditions could include those who

- are physically disabled
- have a learning disability
- have age-related needs
- are autistic
- have a cognitive impairment, like dementia
- have a progressive condition, like motor neurone disease
- have a terminal illness
- have a mental health condition



Club Governance

The House of Commons cites the following documents as suitable evidence to support requests for additional assistance, concession or support.

1. What benefits you receive.
2. Having a blue badge or disabled bus pass.
3. Being registered as deaf or blind or partially sighted.
4. A medical letter from a GP or consultant.

One or more of these documents needs to accompany an application for annual disability membership of the club.

6 Application for membership

An application form will need to be completed and sent to the Secretary and payment made to the Club's bank account. The application form contains the data needed to complete the Archery GB membership database and personal data needed by the Club officers for the purposes of running the Club. If consent is not given for the use of personal data, as outlined, then the application for membership will not proceed.

7 Membership termination

Membership of the Club will terminate if:

- A resignation form is received or
- Membership fee remains unpaid two months after the due date or
- The Club Committee having followed section 9, discipline and appeals outlined in the Constitution has upheld the complaint or
- Consent is not given for the use personal data as detailed in 5 above.

8 Membership fees

Membership fees will be set annually and agreed by the Club Committee.

Fees will be paid annually.

Membership fees payments shall become due annually on the 1st September for the oncoming season. For the purpose of clarity the season starts on the 1st October and ends on the 30th September.

The Club Committee may at its discretion, waive, cancel or reduce the payment of membership fees of a member for any period.

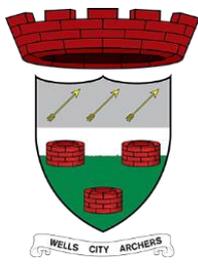
9 Coaches

Candidate coaches will be given a contribution towards the cost of their coaching course.

When qualified, coaches will enjoy a retrospective payment which relates to their coaching activity in the previous season, up to an agreed maximum. Qualified coaches will be expected to keep a record of their coaching activity.

10 Committee meetings

No meeting will be transacted unless the quorum required is present.



Club Governance

If the Chairman is not present within 15 minutes of the time set for the start of the meeting then those present shall appoint one of their number to chair the meeting.

Decisions and/or questions arising shall be decided by a simple majority of votes. In the case of equality of votes, the Chairman having not voted in the first round shall have the casting vote.

The Club Committee will ensure that the meetings are properly recorded. The minutes of any meeting, if approved at the next meeting, shall be conclusive proof of the business conducted and decisions made.

Chairman, Secretary and Treasurer shall be the Executive Committee.

The Club Committee will include the Executive Committee and the Safeguarding Officer. Further roles may include::

President	Social events
Membership secretary	Publicity
Building	Young Archers
Housekeeping	Equipment
Competitions	Coaching
Outdoor range	IT
Records	

11 Conclusion of tenure for Officers

A member of the Committee shall cease to hold office before the end of their elected term if:

- By notice in writing, he or she resigns or
- He or she ceases to meet the conditions of eligibility of the Committee
- He or she is removed from office by a resolution of the Club members in a General Meeting.

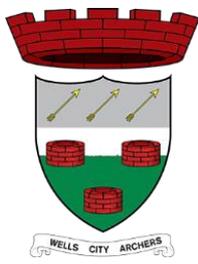
12 General meetings

Two General Meetings of the Club shall be held annually in each membership year, one of which will be the Annual General Meeting as set out in the Constitution.

Notice of a General Meeting will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

Further General Meetings or Special General Meetings may be called by the Club Committee, or by one or more written calls, filed by the Secretary and endorsed by the Club Committee or by at least one quarter of the members of the Club. For the purpose of clarification a Special General Meeting is not an Annual General Meeting.

The quorum for General Meetings or Special General Meetings will be 20% of the eligible membership.



Club Governance

The Chairman will chair every General Meeting. If the Chairman is not present within 15 minutes of the time set for the start of the meeting then those members present shall appoint one of their number to chair the meeting.

Decisions and/or questions arising shall be decided by a simple majority of vote of those present and entitled to vote. In the case of equality of votes, the Chairman having not voted in the first round shall have the casting vote.

13 Tournaments

The Club may hold outdoor and indoor Tournaments and other archery events that it requires.

14 Teams

The Club may enter representational teams in any suitable archery event.

15 Records

The Club shall maintain and publish records of scores submitted by members. These scores may be forwarded to the Somerset County Association in accordance with their requirements.

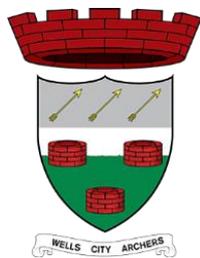
Club records can be claimed for rounds shot under AGB Rules of Shooting for example at club tournaments and official club target nights. Scores must be submitted to Golden Records.

16 Data

Committee members and nominated officials will have access to personal data for the purposes of running the Club.

17 Amendments to the Club Governance

The Club Governance can be changed by the Club Committee from time to time as deemed necessary. All changes will be notified to members.



Club Governance

Responsible of review of the club governance	Approval of and subsequent changes to club governance
Club Committee	Club Committee

Change history			
Version	Prepared / reviewed	Change	Date of Approval
Draft 1	Treasurer		
Draft 2	President, Secretary and Treasurer	Definiton of Club Governance	
Draft 3	Club Committee	Reviewed 21 st May 2024	
Draft 4	Club Members at EGM	Approved 3 July 2024	<i>3 July 2024</i>
Draft 5	Club Committee	Addition of minimum age.	19 August 2024
Draft 6	Club Committee	Addition of disability membership criteria, section 5	26 March 2025
Draft 7	Club Committee	Addition of criteria for club record, section 15	25 June 2025
Draft 8	Club Committee	Addition of club committee role suggestion, section 10	6 August 2025 17 Sept 2025 EGM