

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. This document is supplementary to and subordinate to the Club Constitution.

2 Wells Sports Club

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

The Club's committee shall elect, from those members standing for the position, a Trustee of Wells Sports Club. The Trustee role is not for a fixed term. The Trustee shall provide the club with 3 months' notice of a desire to relinquish the role. If the Trustee ceases to be a member of the Club, they remain a Trustee of Wells Sports Club, a legal position, until the Club has appointed a new Trustee.

The Trustee shall act in the best interests of both Wells Sports Club and its members, one of whom is the Club, in accordance with Wells Sports Club's Constitution, Governance and Rules.

The Trustee is entitled to attend all Club Committee meetings but does so in a non-voting capacity.

The Club shall provide to the Wells Sports Club AGM the names of two of its members who shall be Club's representatives on the Wells Sports Club committee for the following year. Two Club members, other than the Trustee, will attend each Wells Sports Committee meeting, ideally the two named representatives for continuity, but substitute attendees are allowed.

3 Duties and privileges of members

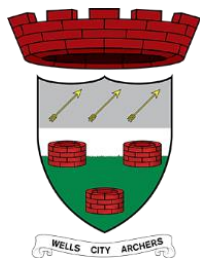
All members (unless opted out) shall have access to the general communications of the Club; to enjoy functions and events arranged by the Club; and are entitled to receive support and assistance as the Club is able to offer.

All members are entitled to vote at Club General Meetings.

When shooting, either indoors or outdoors, all members shall strictly follow the AGB Rules of Shooting and AGB Code of Conduct as laid down by Archery GB. Members shall also follow any additional rules determined by the Club Committee and included in this document and the Club Rules document.

All members shall ensure the safety and security of the Clubhouse and equipment of the Club. Members are 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.



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4 Junior membership & shooting

The minimum age for a junior member is 8 years. The junior section of the club is known as Young Archers.

During programmed Young Archer sessions run by the Club, parents and guardians are encouraged to stay whilst the young people are shooting, but this is not mandatory provided that:

- The session has the minimum supervision levels as recommended by Archery GB in their Good Practice Guidance
- Those running the session agree that the young person can be left in their care
- The parent or guardian understands that they must return at least 15 minutes before the end of the session
- The parent or guardian has given emergency contact details for the young person to those running the session.

If parents or guardians stay at the Young Archer session, they will not be counted in the calculation for appropriate supervision ratios unless they:

- Are adult members of Archery GB
- Have passed the required background checks, and
- Have received the safeguarding training.

If a parent is late to collect their young person from a Young Archer session, the following will take place:

- The session leader will attempt to contact the parent to find out where they are and how long it will before they get to the Club
- Session leaders and other parents will wait with the young person until their parent or guardian arrives (a minimum of two adults must be present)

When the parent or guardian arrives, they will be reminded that late collection is not acceptable and that they may be asked to stay with the young person for the whole session in the future.

If parent or guardian cannot be contacted, the session leaders will report the situation to the Police or Local Authority Children's Social Care Department (Social Services)

Outside of the Young Archer sessions run by Club volunteers, junior members below the age of 18 years must be accompanied by a parent or guardian when shooting at the Club. They may only 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. If the parent or guardian is an adult member of Archery GB, they may supervise their own child(ren) without a second adult present.

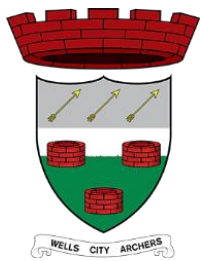
5 Disability membership

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



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- have a progressive condition, like motor neurone disease
- have a terminal illness
- have a mental health condition

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

Once an Archer has affiliated to Archery GB and selected the Club as their chosen club, an application form must be completed and sent to the Secretary and payment made to the Club's bank account.

The application form contains the 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 shall be terminated if:

- A resignation form is received or
- Membership fee remains unpaid two months after the due date or
- The Club Committee having followed section 10, 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

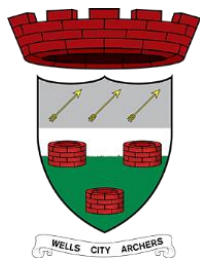
Membership fees shall be set annually by the Club Committee, effective from October 1st of each year. Fees must be paid annually.

Club Membership fees, along with Region and County affiliation fees, for those members who have selected the Club as their primary club in their Archery GB membership record, are due annually on the date of the member's personal Archery GB Membership renewal date. The Club shall invite members to renew their membership and affiliation one month before their renewal date.

The club may offer an archer who is already affiliated to AGB, Region and County through another club, a pro-rated Membership fee for the current year so that all their renewal dates are aligned. The member does not have to accept this offer and can hold a separate Club renewal date to their AGB Renewal Date.

For clarity, the Club's membership and financial year starts on 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.



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9 Coaches

Candidate coaches may apply for a contribution towards the cost of their coaching course. When qualified, coaches may apply for a retrospective payment which relates to their coaching activity in the previous season, up to an agreed maximum. A coach shall support any claim with a record of their coaching activity.

10 Committee meetings

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

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, once approved at the next meeting, shall be conclusive proof of the attendance, 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 Committee Member Undertaking

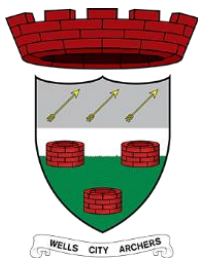
Our Club's success depends largely on the hard work and commitment of its committee, all of whom are volunteers.

Each Committee member, on being elected, will be required to sign the Committee Volunteer Agreement (Annex A) in order to show an understanding and acceptance of the commitment that they are making and of the expected behaviour.

12 Expenditure by Committee Members

All committee members have authorisation to spend up to £50 per transaction in conducting their role without prior referral to the committee.

Claims for repayments shall be submitted via a completed Expense Claim form (available in the Members area of the Club's website) supported by receipts.



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If the Treasurer has concerns on the frequency with which a committee member is making purchases, or in the pattern of purchases, they will raise it for discussion at a committee meeting.

Any spending above £50 requires committee approval which shall be recorded in the minutes. If an expenditure is urgent, and approval is gathered between committee meetings (via email or WhatsApp), this shall be recorded in the minutes of the next committee meeting.

All items for purchase should be requested via the appropriate committee member – e.g. items for the building or maintenance – Building Officer; beginners/club shooting equipment and coaching materials – Head Coach; materials for targets – Equipment Officer; consumables – Housekeeping; etc

The exceptions to this are:

- The treasurer has authorisation to pay invoices for utilities, etc, make payments to county and region, and repay expenses for recurring charges e.g. Golden Records, WSC without prior referral to the committee
- The Building Officer can make purchases up to £200 without prior agreement (as per minutes dated 19/08/2024)

13 Conclusion of tenure for Executive and Committee Members

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.

14 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.

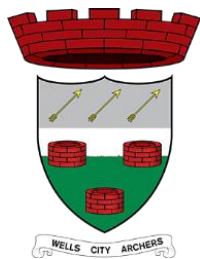
The Club Secretary shall give all members at least 21 clear days' notice of a General Meeting.

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.

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.



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15 Club Tournaments

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

16 Teams

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

17 Records

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

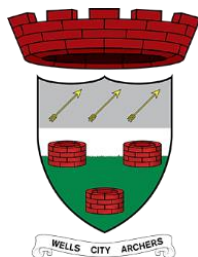
Club records can be claimed for rounds shot under AGB Rules of Shooting for example at external competitions, club tournaments and official club target nights. Scores will be recorded in Golden Records.

18 Data

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

19 Amendments to the Club Governance

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



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ANNEX A – Committee Volunteer Agreement

Wells City Archers

Committee Volunteer Agreement



We are a team of volunteers dedicated to the successful running, governance, and future of Wells City Archers. By joining the committee, you commit to playing a full and active role in supporting the club, its members, and the wider community.

To ensure our meetings remain productive, fair, and enjoyable—and that everyone's time and effort are respected—all committee members agree to uphold the following principles upon taking office each year.

1. General & Operational Commitments

- **Attendance:** Commit to attending committee meetings (held roughly every 6 weeks), as well as the General Meeting (GM), Annual General Meeting (AGM), and any Extraordinary General Meetings (EGMs) called. If you are unable to attend, send your apologies to the Secretary in advance.
- **Communication Channels:** Frequently check and actively use established committee channels (WhatsApp & Email) for team discussions, and use your assigned club email address for official business.
- **Individual & Team Responsibilities:** Maintain open communication with fellow committee members. Commit to fulfilling the duties set out in your role description—which may be updated by mutual agreement with the committee as needed—and ensure any assigned tasks are completed in a timely manner.
- **Public Representation & Values:** Remember that you represent the club to both our membership and the public. Ensure your conduct reflects the club's values at all times.

2. Governance, Authority & Decision-Making

- **Unified Governance:** Acknowledge that all committee roles, sub-committees, coaching groups, and club sections (including the Junior section) operate under the ultimate oversight and authority of the main Committee.
- **Collective Decision-Making:** Accept that no individual role, section, or sub-group holds sole autonomy. Aside from routine daily operations within a group's defined remit, all major choices—including, but not limited to, new public-facing materials, equipment purchases, structural changes, or public representations—require Committee approval before launch or communication to members.
- **Conflicts of Interest:** You must promptly declare any personal, financial, or social conflicts of interest that could compromise your judgment or decisions on committee matters.
- **Public Unity:** Once a committee decision has been made by vote or consensus, all members agree to support and stand by that decision publicly.

3. Conduct, Etiquette & Respect

- **Courtesy & Respect:** Treat fellow committee members with courtesy, patience, and respect at all times, especially when opinions differ.
- **Constructive Engagement:** Meetings should be open, collaborative, and focused on practical solutions. Recognise the time, care, and effort contributed by fellow volunteers when reviewing work; feedback should always be constructive, courteous, and accompanied by proposed solutions.
- **Meeting Etiquette:** Arrive on time, switch phones to silent, read circulated papers beforehand, listen actively without interrupting, and keep discussions focused on the agenda.
- **Zero Tolerance & Safe Environment:** We are committed to maintaining a safe, supportive, and respectful environment for all volunteers. Aggressive behaviour, personal attacks, constant obstruction, or bullying of any kind will not be tolerated. Persistent breach of this agreement or refusal to abide by collective decisions constitutes grounds for formal review and potential removal from the committee.

Agreement & Declaration

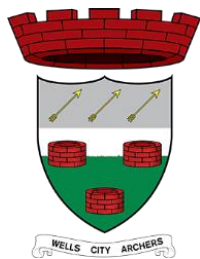
By signing below, I confirm that I have read, understood, and agree to uphold this Committee Volunteer Agreement for the 2026/2027 club year.

Name (Printed): _____

Role / Position: _____

Signature: _____

Date: _____



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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
1	Treasurer		
2	President, Secretary and Treasurer	Definition of Club Governance	
3	Club Committee	Reviewed 21 st May 2024	
4	Club Members at EGM	Approved 3 July 2024	3 July 2024
5	Club Committee	Addition of minimum age.	19 August 2024
6	Club Committee	Addition of disability membership criteria, section 5	26 March 2025
7	Club Committee	Addition of criteria for club record, section 15	25 June 2025
8	Club Committee	Addition of club committee role suggestion, section 10	6 August 2025 17 Sept 2025 EGM
9	Club Committee	Changes and additions to reflect: References to WSC trustee (sect 2) Junior membership and supervision (sect 4) Club expenditure rules (sect 11) Reflect AGB payments and personal membership dates (scts 6 & 8)	June 3 rd 2026
10	Club Committee	Addition of section 11 Committee Member Undertaking and Annex A Committee Volunteer Agreement	September 2 2026