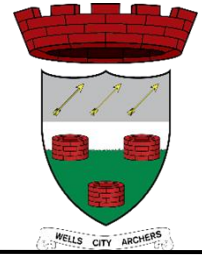


Wells City Archers Committee

Roles & Responsibilities



The Role of the Wells City Archers Committee

Our Club's success depends largely on the hard work and commitment of its committee, all of whom are volunteers. The key duties for each role currently making up the committee are set out below.

The roles of Chairman, Secretary, Treasurer and Safeguarding Officer are each a permanent role. The role of Honorary President is a ceremonial role.

Some committee roles may be altered part way through the year, dependent on need. This may include (but is not limited to) altering responsibilities, merging roles, or creating new ones.

IMPORTANT

Each Committee member, on being elected, will be required to sign the Committee Volunteer Agreement (Appendix A at the end of this document) in order to show an understanding and acceptance of the commitment that they are making and of the expected behaviour. Please ensure you have read the Volunteer Agreement before deciding to stand for a committee role.

All items in section 1 of the agreement are non-negotiable. If you cannot commit to all items in this section, we kindly ask that you do not seek nomination.

Items in sections 2 and 3 may be reviewed and refined by the new committee.

Honorary President

The Honorary President is the non-executive figurehead of Wells City Archers who represents the Club as required, supports the committee's efforts, and offers advice and guidance to the committee.

The President does not have any day-to-day responsibilities in the running of the Club. A working knowledge of the WCA's Constitution and meeting procedures is desirable.

Key Aspects of the role:

- Provide independent advice and a long-term perspective to the elected committee.
- Assist the committee with promoting the club to potential sponsors, partners, and local leaders.
- Serve as a spokesperson for the Club when required.
- Preside over the AGM to both listen and offer wisdom both in the historic context of the club and from their personal experience.
- Attend, where able in a ceremonial capacity to present awards and certificates e.g at club competitions and at the completion of beginners' courses .

Chairman (Chair)

The Chairman's prime responsibility is to provide leadership to the committee and members, ensuring the club is managed efficiently, safely, and in line with its constitution, governance, and rules and within the requirements of Archery GB.

Along with the Secretary and Treasurer, they are part of the Club's Executive Committee.

Key duties:

- Overall organisation and running of the club , including promotion and club development.
- The setting of meeting agenda with the Club Secretary
- Chairing meetings including regular committee meetings and general meetings, including the AGM, leading discussions, and guiding committee decisions.
- Works with the Club's committee to manage the club, delegating and motivating as required.
- Can act as a signatory for the Club for legal and financial purposes.
- Uphold the Club's constitution and National Governing Body regulations, setting standards for the Club to follow and ensuring that the Committee members are fully aware and understand the importance of these standards.
- Is accountable for the Club's safeguarding and disciplinary processes, processes that are the responsibility of the Safeguarding Officer
- is the first point of contact for member disputes or disciplinary issues
- help the Club plan its overall long-term direction and is expected to initiate special projects such as the planning the development or redevelopment of the Club house and external range.

Such projects, the responsibility for which may be delegated, would require the development of project objectives and timelines, fundraising targets and initiatives, capital grant applications, planning applications, issuing invites to tender and contracts.

Secretary

The Secretary is a key organiser of the Club and is responsible for effective administration throughout the Club. The Secretary is the integral link between the Club and its members and other stakeholders. The Secretary is responsible for managing all Club information.

Along with the Chairman and Treasurer, they are part of the Club's Executive Committee.

Key duties:

- Administrator for the Club, dealing with all external Club emails and correspondence, distributing to the relevant Committee member for response where required.
- Planning Club meetings with the Chair and agreeing on an agenda with Committee members.
- Circulating details of meeting (time, location, agenda, etc.) to Committee members and/or Club members.
- Ensuring meetings adhere to procedures set out in the WCA Constitution and Governance documents.
- Taking minutes, circulating them to meeting attendees, and publishing them on the Club's website once approved.
- Following up on key actions arising from the meeting, both their own and prompting others
- Monitoring the timely review and update of controlled documents and registrations including Constitution, Governance, Rules, Range Registrations, and Risk Registers.
- Maintain email distribution lists within Mailchimp
- Managing, updating and driving the evolution of the club's website.

Treasurer

The Treasurer is responsible for managing the flow of money into the Club and for allocating and recording how that money is spent. The Treasurer ensures that the Club can meet its day-to-day expenses and prompts the need for increased club fundraising where a shortfall in income is forecast. The Treasurer assists the Chairman in planning the development of the Club, for example estimating funds required for a capital project and projecting membership and income for future years and level of contribution to the Club future.

Along with the Chairman and Secretary, they are part of the Club's Executive Committee.

Key duties:

- Ensuring adequate accounts and financial records exist

- Maintaining a bank account in the Club's name
- Ensuring that the signatories to the banking mandate is maintained as committee role holders change
- Planning the annual budget, for approval by the Committee, and monitoring throughout the year.
- Preparing interim and end-of-year accounts for the General Meetings and providing ad hoc updates to the Committee
- Working with the Committee and club members to generate funds
- Arranging the prompt re-imbursement of committee and member expense claims
- Payment to third parties, including Regional and County affiliation fees.
- Prepare and issue sales invoices as required, typically for range hire.
- Providing input to annual membership fee discussions
- Point of contact for bank, water, electricity and insurance providers and admin for Stripe and Easyfundraising accounts

Safeguarding Officer

Wells City Archers should be a safe and welcoming place for children, young people and adults at risk, and nobody should feel discriminated against or treated differently due to their age, gender reassignment, marriage and civil partnership, pregnancy and maternity, disability, race, religion or belief, sex, or sexual orientation.

Adherence to the WCA Code of Conduct (adopted from Archery GB) which includes safeguarding, is the responsibility of everybody within the Club (led by the Committee).

Key duties:

- Be the Club's first point of contact for anyone where concerns about a child's/young person's or vulnerable adult's welfare, poor practice, or abuse is identified.
- The role of Safeguarding Officer ensures that WCA has a named person whose prime responsibility is to manage and report concerns about children or adults at risk. The Safeguarding Officer plays a role in ensuring that the club members have a safe and positive experience at WCA. The role is key to all members knowing what to do and who to speak to if they have a safeguarding, discipline or conduct concern.
- The Safeguarding Officer is to manage lower-level Club issues and disputes, and/or flagging concerns for early intervention to prevent escalation and behaviours that impact and/or prevent the enjoying of archery.
- The Safeguarding Office is a member of the WCA Committee and is expected to help all our Club Officials to be clear about their safeguarding responsibilities, working as a team. For all activities our Club undertake whether it is beginners or next step coaching or participating in a

tournament, the Safeguarding Officer needs to ensure that safeguards have been considered and are in place.

- Ensure data protection and confidentiality is maintained in all communications between club members and the Committee

Membership Secretary

The membership process starts when an archer directly affiliates to, or renews with Archery GB, and selects WCA as their preferred club. The Membership Secretary is responsible for managing the subsequent process through which the archer joins the club. They also manage the annual club renewal process for existing members.

Key Duties

- Providing membership details to those that have completed beginners' courses, and to joining members in general, including details of fees and how to pay
- Monitoring for the payment of club membership fees
- Maintaining a list of all current members enabling the tracking of renewal dates and hence enabling the renewal prompts to be made.
- Ensuring that AGB Sport80 Membership portal correctly reflects the Club Membership
- Distribute welcome information/packs.

Current Key Duties arising from AGB Sport80 Club Super Admin access

- Maintaining the Club's profile on the AGB Sport 80 profile and our range registrations
- Registration of courses and of taster and have-a-go sessions

Head Coach

The Head Coach is responsible for leading and developing the coaching team. As a team the coaches will monitor members performance, conduct beginners and coaching sessions, and through this, encourage members to reach their full potential.

The Head Coach will also work with the coaching team to develop and assist members on the mental aspects of archery, tournament preparation, nutrition, and physical training.

Key duties:

- Setting and maintaining the coaching standards of the Club from beginners to competition shooting
- Develop and maintain a schedule of coaching, ensuring this is communicated to all members
- Ensure the Club has the correct equipment working with the Equipment Officer to identify gaps
- Helping Club the coaching team to develop and improve

- Undertake continuous professional development, in order to stay current with Archery GB coaching models and to keep up to date with changing trends in coaching
- Ensure the coaching team maintain their licenses. In addition, ensure the coaching team reflect the current archery technical framework in their coaching and follow Archery GB guidelines

Key Duties of the coaching group, under the guidance of the head coach

- Responsible for scheduling and running of beginner's courses ideally not less than 6 times per calendar year.
- Responsible for the organisation of "have-a-go" and taster sessions to promote archery and the Club to a wide audience. This will potentially include liaising with other relevant organisations (for example Archery GB for Start Archery Week) and working with other clubs who share the sports ground to maximise potential from shared events
- Registering all courses and taster sessions on the AGB Sport80 portal to ensure the correct insurance cover for the club is in place
- Ensure that records are kept for all courses so we can statistically measure the success of each course

Equipment Officer

The Equipment Officer is responsible for maintaining an inventory of the Club's archery equipment, its maintenance and its renewal / replenishment. They are also for monitoring and replenishing the consumables used in shooting including but not limited to foam, target faces and arrow repair items.

Key duties within the role

- Overall oversight of the club's archery equipment including bows, arrows, accessories and bosses.
- Maintain a register of all club archery equipment and update it for all new equipment purchases and the disposal of old equipment. The register is to be able to support the allocation of equipment to beginners, allow equipment age to be monitored, support insurance renewal quotes and enable gaps in provision to be identified
- Monitoring the stock and usage of shooting consumables including target faces, target foam and arrow repair items and ordering replacements in good time.
- Monitoring of all equipment within the role and identifying when items need to be repaired, replenished or replaced, subject to standard expense approval rules.
- Liaise with the Head Coach, the coaching team and the Young Archers Supervisors in respect of equipment needed by those groups.
- Undertake regular maintenance of the Club equipment from an operational and safety perspective, especially before the start of each beginner's course. Repair equipment as required and the safe disposal of equipment that is no longer usable

- Liaise with equipment suppliers for purchases and maintenance
- Ensure that equipment not being used is stored safely and promotes longevity
- Work with and encourage club volunteers to help with maintenance

Records Officer

The primary role of the Records Officer is to implement and operate a process to record the shooting records of all WCA's members. This includes a record of members' scores, handicaps & classifications and Club awarded badges.

Key duties:

- Maintain a list of scores, handicaps, and classifications for the members of WCA.
- Advising on scoring, records, rounds, handicaps and classification related queries
- Maintain the Club's Golden Records account
- Promote the use of Golden Records for self-recording of scores by archers
- Maintain a list of the handicap and classification levels of each Club member
- Administer a 252-badge progress scheme on behalf of the club
- Monitor members progress against AGB Classification schemes and advise when members are eligible for an award
- Print a list of the scores, handicaps, and classifications for an individual member of WCA upon request or direct the member how to achieve this in Golden Records.
- Provide handicap and classification information to support the running of internal competitions and leagues as required.
- Periodically generate lists of Club Records for display in the Club House
- Manage the club's involvement in postal tournaments including Somerset's Portsmouth and Frostbite Winter Postal competitions
- Validate and submit scores to Somerset County for record purposes and to support Somerset Team selection as required.

Young Archers

The Young Archer Officer's role encompasses the following :

- Leading, developing and representing the Young Archers section of the Club.
- Developing and running the Development Programme for young archers
- Making sure there is suitable and sufficient coach support to develop the young archers in their chosen discipline and that it is in line with Archery GB's 'ABC' of coaching
- Providing opportunities for Young Archers to experience different disciplines (bow types and archery styles)

- Implementing the 'Child First' coaching philosophy recommended by the Play Their Way campaign
- Communicating with the Young Archers and their parents/carers, in particular through the Spond app and the Instagram page
- Providing an Assessor role for young archers that are completing their Duke of Edinburgh Awards at the Club
- Running 'have a go' sessions and beginners courses for young people to encourage them into the sport
- Running competition events at the Club for the Young Archers and encouraging them to take part in external youth competitions
- Providing recognition of young archers' achievements through badge schemes and awarding certificates
- Making use of technology to provide engaging sessions and to help develop archer technique
- Liaising with young archer sections at other clubs to share good practice
- Liaising with youth groups and schools to promote archery
- Promoting archery at Wells City through the Instagram page and other media to encourage participation in the sport and showcase the Young Archers section.

Building Officer

The Building Officer is responsible for monitoring the Club's indoor range building and managing small scale maintenance and improvement tasks

Key duties

- monitoring the condition of the roof and the building in general, reporting any new concerns or issues to the committee
- maintaining the club range using external providers as required
- completing and logging regular fire safety checks and liaising with our external service provider for annual checks
- identifying ad-hoc and routine maintenance tasks in and around the building and arranging work parties as required

IT Officer

The IT Officer is responsible for the oversight of our IT infrastructure primarily managing the relationship with external providers and the configuration of those services where required.

Specifically

- the creation and monitoring of role specific e-mail accounts as approved by the committee, including the creation and update of passwords as those holding a committee role changes
- manage the Club's web hosting and e-mail hosting administration and contracts

Housekeeping

The role entails the general oversight of housekeeping within the club house, both the communal area and the indoor range.

Key elements of the role

- checking cleaning tasks are completed, encouraging other to contribute
- arranging volunteer parties for larger housekeeping tasks
- monitor and reorder stocks of cleaning products, loo roll etc
- monitoring and replenishing drink making groceries, recognising that members also top these up as needed
- act as hospitality for events
- report general maintenance needs to the Building officer.

Outdoor Range

The officer is responsible for the maintenance of all aspects of the outdoor range.

Specifically:

- managing the external grass cutting service, supplementing this with our own strimming of uncut areas
- arranging white lining
- fence and signage maintenance
- obtaining and servicing tools needed for outdoor maintenance subject to standard expense rules
- arranging and motivating work parties for outdoor tasks
- advising committee on planned and possible projects
- advising the Equipment Officer if the need for boss maintenance is noted

Publicity (including Social Media)

The Publicity Officer's role is to promote the club and the sport of Archery in general within the community in a consistent way.

Specifically

- promotion of the club at external events (e.g. Maria Eden),
- design and sourcing of promotional items (flyers, posters, flags etc)
- contact with local press and organisations
- administrator and moderator for the club's public WCA Facebook and Instagram pages
- develop, implement, and monitor a WCA social media policy that fully explains the appropriate behaviours and actions of WCA members when using social media

Social

The role is to suggest and help organise social events for club members both involving and not involving archery. Specific examples are:

- choose and help promote the venues for the monthly pub social gatherings and the occasional meals out.
- organise fun shoots and parties (e.g. Christmas), both internal to the club and with families
- trawl for new ideas as to possible social events

Competitions

The purpose of the role of Competitions Officer is twofold:

- to make club members aware of upcoming external competitions with a view to encourage entry; to maintain entries in the club's calendar to support this; and to publicise
- to establish connections with clubs in the area with a view to arranging interclub shoots and through these links hopefully provide opportunities for club members to shoot distances and with bow types not allowed on our range

Sources of information include but are not limited to

- Archery GB website
- GWAS website
- County websites for Somerset, Devon and Cornwall, and Gloucestershire

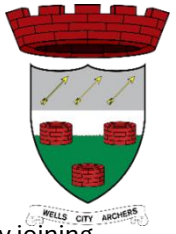
Non-Committee Roles

The following roles also exist and are performed by individuals alongside, but not directly related to, their Committee Role

- Maria Eden shoot co-ordinator
- Internal Tournament Organiser – monthly shoots on Club Target Days-under the banner of Winter and Summer Series, also the Club Championship
- GDPR Officer

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): _____

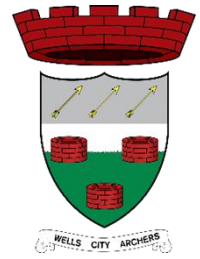
Role / Position: _____

Signature: _____

Date: _____

Wells City Archers Committee

Roles & Responsibilities



Responsible for the Review of this document	Approval of subsequent changes
Club Committee	Club Committee

Change history			
Version	Prepared / reviewed	Change	Date of Approval
1, drafts 1 and 2	Executive Committee – Chairman, Secretary, Treasurer	A consolidation of two prior Roles and responsibility documents from late 2023 and early 2025	2 nd September 2026