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Canterbury Archers

Club Handbook

Welcome to Canterbury Archers! This handbook is designed to ensure that you become familiar with Canterbury Archers and contains general information about the club, the rules of the Club, Archery GB Codes of Conduct and Etiquette, and a copy of the Club's Articles of Association. At first glance, it may all seem a bit overwhelming but everything will quickly become part of your archery routine.

With this handbook, we hope you can avoid those moments of 'what do I do now?' and enjoy your shooting in a safe and friendly atmosphere. If at any time you have questions or are not sure please ask any member of the Club or Committee, they will be only too pleased to help.

Be safe, enjoy your Shooting and have fun!

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SECTION 1 – THE CLUB

Shooting Times

We shoot on the field all year round on Saturdays and Sundays. An electronic booking calendar is accessed on the club website. It is not compulsory (you can just take a chance that others are attending and turn up to shoot – Saturday and Sunday mornings are the most well attended times) **but** it is strongly recommended that you use the system because it automatically alerts key holders that you have requested to shoot and increases the chance of a key holder being available, especially if you wish to shoot in the afternoon. You can also view if/when others have booked to shoot. A short downloadable guide for using the calendar is available on the website.

Morning shooting begins at 10.00 but archers are asked to arrive at 9.15 a.m. to set up their bows and help set up the field for a prompt start. In the summer (April – Oct), we also shoot outdoors on Friday evenings, from 4.00pm set up. In the winter, a small number can be accommodated in the school hall one evening a week - please arrive by 6.15 p.m. to help set up. During school holidays, with the exception of Christian holy days, we can shoot throughout the week if a club key holder is present. **More details about shooting times and a key holder calendar and request to shoot facility can be found on the club website.**

Safety

Please make sure you follow the safety procedures taught on your beginners' course, including setting up and taking down targets, wearing appropriate clothing and closed-toe footwear, and ensuring any jewellery or piercings are not going to get caught on equipment. Ask another member if you are unsure about anything.

Canterbury Archers is committed to safeguarding all its members and has a zero-tolerance approach to bullying, cyberbullying, discrimination, harassment, inappropriate photography and other unwanted behaviours (see Section 5). The Club is committed to ensuring safeguarding practice reflects statutory responsibilities and any safeguarding concerns should be brought to the attention of the Club Safeguarding Officer (SO) or Chair as soon as possible. Details of who these are can be found on the website and on the noticeboard. **Please also be aware of the club's policies for Safeguarding, Photo and Videoing and Conduct and Discipline which are on the website and at the clubhouse.**

Events

The Club holds a variety of special shoots each year. These are well advertised and open to all members. Sometimes 'fun' shoots are held which are also open to family and friends. The Club also hosts Taster and/or Have-a-Go events for local groups/societies and children's birthday celebrations. Any help you are willing to give with the organisation and running of any club events is always welcome – please volunteer!

The Clubhouse

The 'clubhouse' comprises of three containers. Two accommodate our equipment and the central container the kitchen and 'admin' areas. We are able to use toilets within the school buildings. As you travel around other grounds you will see that we are lucky to have these facilities. A great deal of time, money and effort has gone into setting up the site and we ask that you follow a few guidelines. The site must be kept clean and tidy at all times. **Smoking, including vaping, is not allowed on the school premises.**

Tea, coffee and biscuits

Please bring your own mug and take it home for washing.

Tea, coffee and biscuits are provided in the kitchen and money for these placed in the honesty box. Please leave the kitchen area clean and tidy. If you are the last to leave, please make sure that the kettle and urn are emptied and switched off and the phone is switched off. For safety reasons, **Juniors must be supervised by an adult in the kitchen area. Also, as the area is quite small, we ask that you remove your quiver before entering the kitchen.**

Borrowing Equipment

Please ask a Committee Member. The 'working equipment' is kept under lock and key. Before borrowing certain pieces of equipment, training will need to be given. Please speak to a member of the Committee and put your name, date and the name of the piece of equipment you are borrowing in the equipment loan book kept in the locked cupboard. You are liable for the replacement of the item if it is damaged or lost while in your possession. On its return, ensure that a member of the committee countersigns your signature. Junior members are not permitted to use the bow press. They may use other club equipment, but only if supervised by an adult.

Bows, Arrows and other Equipment

Please see the Equipment Officer, or another member of the Committee.

Due to the lack of space, archers are not able to store their own equipment at the club.

SECTION 2 – THE COMMITTEE

Canterbury Archers – Committee Members

A display board of the current members of the Committee can be found in the clubhouse, and there is a list on the members' area of the club website.

SECTION 3 – FEES

ARCHERY GB (GNAS) FEES

You may only shoot at the club if you are a member of ARCHERY GB (Grand National Archery Society - GNAS), or a member of a club whose National Society is affiliated to the Federation Internationale de Tir a l'Arc (FITA).

The Club Membership Secretary will organise ARCHERY GB (GNAS) membership for you. The current ARCHERY GB (GNAS) membership fees can be found on the club website noticeboard. Renewal is due on 1st October and the Membership Secretary will need to collect payment for this in late August/early September each year. The fees include insurance cover and Kent Archery and Southern Counties fees.

Please be advised - Archery GB insurance only insures members to shoot at Archery GB registered ranges and does **not** cover you to shoot at home.

When arranging to shoot at any other club, archers must check whether the club or event concerned is Archery GB affiliated, or, if not, satisfy themselves that sufficient insurance cover exists.

You should carry your ARCHERY GB (GNAS) card in your archery bag, or electronically on your phone, as you could be asked to produce it at a tournament. Members who have paid their ARCHERY GB (GNAS) fees to the club but have not yet received their membership details can still shoot.

It is the responsibility of each archer to ensure their details and preferences are correct on the Archery GB member's portal, and to amend these when necessary ie name, contact information. Details about how to create a login are included on the paperwork that accompanies your AGB Membership card, whether electronic or hard copy. The club membership secretary or Archery GB Membership Services can help you get started if needed.

Canterbury Archers Club Fees

The Membership Secretary will arrange membership of Canterbury Archers. The current membership fee for Canterbury Archers can be found on the website and noticeboard. Renewal is due on 1st April and the Membership Secretary will need to collect payment for this in March each year.

Club Target Fees

Archery equipment, including target faces and bosses, is expensive. To assist in the cost of replenishing this equipment, the Club charges fees every time you shoot, be that on a practice day, a Club Day or any ad hoc day. These charges can be found on the website and noticeboard in the clubhouse. **Please sign your name in the fees book, indicating whether you are paying for shooting via BACS or have put £ in the tin. Visitors, non-shooting members and social members must also sign in.** Archers may only shoot if they have paid their target fees. Archers who are not members of Canterbury Archers must make themselves known to the Field

Captain or a Committee Member. Target fees for visiting archers are double the members' fees.

If you wish to shoot on any day other than an official practice or shooting day, please read Section 4: General Rules.

Section 4 – CLUB RULES

General Rules

1. All shooting is held under ARCHERY GB (GNAS) rules. Members must comply with ARCHERY GB (GNAS) rules at all times, and the following Canterbury Archers rules.
2. The Field Captain will make him/herself known before shooting begins and may be identified by a 'Hi-Viz' armband.
3. Sometimes the safety rope may need to be put out. If so, please help with this.
4. **Saturday** This is a good day for practice and tuning as well as rounds. In the morning, please arrive 45 minutes before shooting is due to begin - 9.15 a.m. for 10 a.m. start -, sign in and pay your shooting fees -via 'BACS' (Bank transfer) or £ in the tin - **and** at the same time write the round/distance you wish to shoot in the book. **In the summer** members can put down whatever they want to shoot – metric or imperial - but please arrive early enough to measure it out if necessary. Then set up your own equipment, help with rope if needed and wait for instructions from the Field Captain, who will inform the gathered archers when to put out the targets, how many and at what distances. The field captain will also advise when the main tea break will be taken according to whether the club fixture list shows Sunday's round as imperial (after 4 dozen arrows) or metric (after 3 dozen arrows). **In the winter**, archers usually shoot the Frostbite round and wait to help to set out the targets at 30 metres once informed how many are required. If you wish to shoot something other than this, please put the distance next to your name in the sign-in book. Please arrive early enough to measure it out if necessary.

Sunday (Club Day) This has a more formal shooting morning and we all shoot as per the club fixture list. **In the summer**, this means rounds will be either metric or imperial (alternating each week) or a club featured round. Please arrive 45 minutes before shooting is due to begin - 9.15 a.m. for a 10 a.m. start-, sign in and pay your shooting fees -via 'BACS' (Bank transfer) or £ in the tin - **and** at the same time write the distance (following the club programme) you wish to shoot in the book. Scoresheets will be prepared using this so all members must have signed in by then. Then set up your own equipment, help with the rope if necessary and wait for instructions from the Field Captain who will inform the gathered archers when to put out the targets, how many and at what distances. The field captain will also advise when the tea break will be taken according to the round listed on the club fixture list; imperial (after 4 dozen arrows) or metric (after 3 dozen arrows). **In the winter** all members shoot the Frostbite round and wait to help to set out the targets at 30 metres once informed how many are required.

Afternoons, 'school holiday' days (and Fridays during summer shooting) These sessions are usually much quieter and are ideal for practise as well as shooting rounds. Sign in and put down what distance (imperial or metric) you are shooting as others may also want to shoot that distance. Also pay your shooting fee and indicate whether this is via 'BACS' (Bank transfer) or £ in the tin. Then, help with rope if necessary, set up your equipment, and put your target out if the distance you require is not already available.

Identify who is the field captain.

More information on the format of shooting on a Saturday and Sunday can be found on the shooting format information sheet displayed in the clubhouse and on the website.

5. When you have finished shooting, and if the target you are on is not still being used, please put it away before leaving the field. Archers must help to put the range equipment away before putting away their own equipment.
6. If you have borrowed club arrows **do not** sign them back yourself. Please ask a committee member to count and check them and sign them back in the book. If any arrows need repairing place the whole set (6 arrows) in the white 'repair' tube stand.
7. If it is not possible to help set up then help put away or vice versa. If you have stayed until the end of a shooting session/day, please assist the key holder with locking the toilets, turning off the water and phone, emptying the urn, storing the bench seat and ensuring the clubhouse is tidy. If you are not sure how to do any of these things, please ask.
8. For those who cannot carry heavy equipment, there are plenty of other areas where you can help eg. Foam backstops, flags, target numbers.
9. Archers must not shoot on their own at the club. If two archers wish to shoot, they must not shoot (be on the shooting line) at the same time. One may shoot while the other keeps watch for people wandering around the grounds. When they have shot, they then switch places.
10. No beginner or novice archer may shoot indoors unless they prove that they can shoot 20 yards without missing the target.
10. Bows may only be drawn up when standing on the shooting line facing the targets.
11. **Remember Safety Comes First!**

Additional Rules for Junior Members

1. Parents or Guardians must not leave Junior members unattended at a shoot/session unless they are **over 16 years of age and a parental consent form has been signed and filed at the club**. If this is the case, contact details must be left with a responsible member who has agreed to supervise the junior.
2. For safety reasons, Junior members must be supervised by an adult in the clubhouse kitchen area.
3. If Junior members are shooting, they must be accompanied by **two** adults. One must be an ARCHERY GB (GNAS) member, and one must be a Parent or Guardian.
4. Junior members are not permitted to use the bow press.
5. Junior members may use other club equipment, but only if supervised by an adult.

Section 5 - Clothing/Dress Code

The following is the dress code from Archery GB if you are shooting at a tournament:

- *Tops must cover the front and back of the body (that is, they are not strapless).*
- *Any colour clothing is permitted, except for blue denim, olive drab, and camouflage patterns.*
- *Plain or archery-related clothing is recommended.*
- *Footwear must cover the whole foot (no open-toed sandals or shoes are allowed).*

However, when shooting at the club, there is a more relaxed approach and most clothing, including jeans, is acceptable. However, it is still expected that archers wear plain or club clothing ie not football shirts, 'loud' patterns. Also, strapless or cropped tops and very short shorts and 'mini' skirts are not acceptable.

Remember to dress comfortably, in clothes that don't interfere with your bowstring, and take into account the weather forecast.

Closed toe footwear is essential for safety purposes.

Section 6 – CODES OF CONDUCT & ETIQUETTE

Archery GB has set out Codes of conduct which apply to all AGB members when they are taking part, or involved, in the sport of archery and spectators. Other codes of

conduct may also apply, for example Archery GB Team Member agreements. In those circumstances, these Codes of conduct will also still apply. To protect AGB's reputation, the code also applies to those associated with Archery GB who are involved in archery while outside the UK. All Codes of Conduct, including Spectators, Parents and Carers, are available on the AGB website.

The Codes of Conduct for archers can also be found at the back of this handbook.

Shooting Etiquette

Archery GB Rules of Shooting outline shooting etiquette as follows:

A Good Archer:

- (a) Does not talk in a loud voice whilst others are shooting.
- (b) Does not talk to another competitor who obviously prefers to be silent.
- (c) Does not make any exclamation on the shooting line that might disconcert a neighbour in the act of shooting.
- (d) Does not go behind the target to retrieve his/her arrows before his/her score has been recorded.
- (e) Does not walk up and down the shooting line comparing scores.
- (f) Does not touch anyone else's equipment without permission.
- (g) Does not leave litter.
- (h) When calling scores does so in groups of three, for example '7 - 7 - 5', pause, '5 - 5 - 3'.
- (j) If he/she breaks another's arrow through his/her own carelessness, pays for it in cash on the spot.
- (k) Thanks the Target Captain at the end of each round for work on his/her behalf.

(Archery GB 2017)

SECTION 7 – GENERAL

It is recommended that new archers buy a copy of the ARCHERY GB (GNAS) rules of shooting **or** download it from the ARCHERY GB (GNAS) website and familiarise themselves with it. Hard copies can be obtained from the ARCHERY GB (GNAS) or Clickers Archery (clickersarchery.co.uk).

If you are new to archery, do **not** rush out to buy equipment. This can be an expensive mistake. Talk to other members who will be happy to give advice on what to choose and where to go. Second hand equipment is often available through club members so it is worth asking around at the club or checking the website.

SECTION 8 – CLUB SHOOTING PROGRAMME

The Club shooting programme for the year can be found posted on the website and noticeboard. If you wish to make suggestions for fixtures and events please see the Fixtures Officer with your ideas. Fresh ideas are always welcomed.

SECTION 9 – AWARDS

Classifications, handicaps and progress awards can be awarded throughout the year depending on scores shot. The Records Officer will keep you informed about when you achieved your badges.

The 252 Achievement Scheme and Progress Awards are excellent for getting started and setting those first development goals. Details of these can be found on the club website, the club noticeboard or from the Records Officer.

Classification badges can be earned for Third Class, Second Class, First Class and Bowman at the club. These are awarded after you have shot the required score level, for bow type and distance, three times. The required score can be found in the Classification Tables folder in the clubhouse, or online from AGB. Junior Master/Master Bowman and Grand Master Bowman can also be gained but can only be

achieved at record status shoots held around the country. Again, you need to achieve the relevant score three times.

All the above badges and awards are available for Junior Archers, but in addition there are other awards and schemes, such as the Arrow Award, Jaws Scheme, Summer Metrics and November Challenge. Archery GB also holds the Junior Nationals in July and the Archery Youth Festival in August, both at Lilleshall, when they can shoot with GB squad members.

The Club also holds an annual awards event every Autumn to celebrate members' achievements for that shooting year and Winter Awards at the end of the 'Frostbite' season.

SECTION 10 – CLUB COMMUNICATIONS

Email is the easiest and quickest way to receive information directly from the Club Secretary. You must have completed a 'data consent' form for us to be able to hold and use your email details. Please remember to inform the Secretary if your details change. The Club has a great **website** to keep you up-to-date with all the latest news and information as well as links to other useful sites. There is a protected members' section which can be accessed with a password. Please ask the Club Secretary for the current password.

A newsletter is produced monthly and is emailed out to members, posted on the website and displayed in the clubhouse. Space is limited but as much information as possible is also displayed on the club **noticeboards** and reminders about upcoming events, requests for help etc. are written up on the whiteboard on the inside of the central area door. We have a closed group **Facebook** page, managed by a member of the club, which can be useful for asking questions or sharing information with other members. Not all members belong to this. As with all social media, this must be used responsibly. **Please do not tag or post pictures of any members without gaining their permission first.**

Photos of Juniors MUST NOT be published anywhere without the written consent of their parents or guardian. The Club Safeguarding Officer holds the photo/videoing permission forms for junior archers.

SECTION 11 – FINANCIAL SUPPORT

Canterbury Archers is committed to supporting all its members with their archery. Therefore, if you are currently experiencing personal or financial difficulties which impact on your ability to meet your fees, please contact the Membership Secretary, or another committee member if preferred, in confidence, to discuss ways in which we might help. In addition, the club may also give occasional support to Junior archers, which can be applied for through the committee.

Archery GB also offer some support with fees and for Junior Pathway Athletes and the criteria and guidance can be found on the Archery GB website.

SECTION 12 – USEFUL WEBSITES

ARCHERY GB: [Archery GB.org](http://ArcheryGB.org)

Bowsports: bowsports.com

Clickers Archery: clickersarchery.co.uk

FITA: [FITA archery.org](http://FITAarchery.org)

In-Range Archery Ltd: inrangearchery.co.uk

Kent Archery Association: archerykent.org.uk

Merlin Archery: merlin-bows.co.uk

Perris Archery: perrisarchery.co.uk

Quicks: quicksarchery.co.uk

SECTION 13 - GLOSSARY

AGB: Archery GB

Boss: Straw or foam target

Bouncer: An arrow that hits the target but then 'bounces' out and falls in front of the target

Bracer: A protection device worn on the bow arm to hold clothing clear of the string

Clicker: Used on a recurve bow and lets the archer know he/she has drawn the bow back to the correct draw length by giving a 'click' sound (when the archer has drawn back to the correct length)

Dominant Eye: The eye which is naturally used in aiming

Draw Length: The draw length is the distance from the anchor point to the arrow rest on the bow. This is used to determine the length of your arrows

Draw Weight/poundage: This is the force needed to pull back the bow to full draw

Field Captain: Controls the shoot

Fistemele: Mainly for longbows. The distance between the bow handle and the string, usually equivalent to a fist and extended thumb

FITA: Federation Internationale de Tir à l'Arc

Fletchings: The feathers or plastic flights glued to the end of the arrow

Form: The stance of an archer when they shoot

Frostbite Round: Shot during the outdoor winter season. Three dozen arrows at 30m distance on an 80cm target face, metric scoring; 10, 9, 8, 7 etc.

GNAS: Grand National Archery Society

Hanger: An arrow that hangs on the target face

Imperial: see 'National' below

KAA: Kent Archery Association

Kisser: A device attached to the string to assist in aiming by making sure you draw to the lips

Line cutter: An arrow that touches the black line of the next highest colour.

Metric round: Distances are marked out in metres. Scoring uses ten zones; 10, 9, 8, 7 etc.

National Round (Imperial): Distances are marked out in yards. Scoring uses five zones; 9, 7, 5, 3, 1.

Nock: Slot or groove at the end of an arrow that fixes onto the string

Nocking point: Marked point on the bow string where the arrow goes onto the bow. On a longbow this is usually slightly higher than the point square to the top of the bow hand where the arrow rests

Pile: Metal point at the end of the arrow

'Robin Hood': Where one arrow hits the back of another arrow already in the target

Shooting line: The point/line from which shooting takes place

Sighters: Generally 6 arrows taken at the beginning of a shoot as practice. The scores can be counted if declared before shooting begins

Spining: Measurement of flexibility of an arrow. An arrow is spined to match a given bow weight

Stand: The frame that the boss is supported on

Target faces: Paper faces attached to the boss

Quick Reference Summer Shooting Session Procedure

Sign in and put down what distance/round you want to shoot.
On Sunday refer to the club shooting programme to see if it is an imperial or metric day.
Pay your shooting fee -'BACS' or £ in the tin.



Help with the rope if necessary. Set up your equipment,



On **Saturdays and Sundays** wait for instructions from the Field Captain, who will inform the gathered archers when to put out the targets and at what distances.
On **Fridays** (in the summer) and **school holidays** put your target out.



When you have finished shooting, and if the target is not being used, please put it away before leaving the field if others are still shooting.



Help to put the range equipment away.
Take your equipment down.
If you have borrowed club arrows **do not** sign them back yourself. Please ask a committee member to count and check them and sign them back in the book.
If any arrows need repairing place the whole set (6 arrows) in the white 'repair' tube stand.



If you have stayed until the end of a shooting session/day, please assist the key holder with locking the toilets, turning off the water and phone, emptying the urn, storing the bench seat and ensuring the clubhouse is tidy. If you are not sure how to do any of these things please ask.

Thank you

AGB Codes of Conduct for Archers

Adult Archers

Expected minimum standards of behaviour and conduct which applies to all AGB members aged 18 and over when they are taking part in or involved in the sport of archery.

As an adult archer, I will do the following.

- **Respect the spirit of fair play in archery**

I will:

- keep to the rules of shooting and the spirit of archery;
- display and promote high standards of behaviour;
- promote fair play – I won't cheat, complain or waste time;
- do my best to make sure the sport is enjoyable for everyone;
- accept success and failure with dignity;
- be on time for training, competitions and events; and
- never take part in or accept public criticism of fellow archers, coaches or officials.

- **Respect the rights, dignity and worth of my fellow archers**

I will:

- speak to my fellow archers, coaches, judges and officials with respect;
- remember that everyone makes mistakes;
- always respect the confidentiality of other archers;
- treat other people's information in line with the requirements of the General Data Protection Regulation (GDPR); and
- always have the best interests of my fellow archers at heart.

- **Do my best to ensure my own safety and the safety of others**

I will:

- never take part in archery when under the influence of alcohol or drugs; and
- place the well-being, safety and enjoyment of each archer above everything, including standards of performance.

- **Protect others involved in archery from verbal or physical abuse and threatening or intimidating behaviour**

I will:

- never use or accept offensive, insulting or abusive language or behaviour;
- never take part in or accept bullying, intimidation or harassment; and
- never use or accept the use of social media to bully, intimidate or harass anyone.

- **I will keep to your rules and policies including:**

- safeguarding policies
- equality policy
- anti-doping rules
- bribery policy

- **Take personal responsibility**

I will:

- tell you about any changes to my personal information.

Breaking the code of conduct

By joining Archery GB, you are agreeing to keep to this code of conduct, and all of its policies, rules, regulations and procedures. AGB have the right to investigate and take disciplinary action (in line with its disciplinary policy, regulations and procedures) against any alleged break of this code of conduct or our policies, rules, regulations and procedures which may affect our reputation.

If you feel someone is breaking this code of conduct at your club, you should report it to your club committee. If you feel someone is breaking this code of conduct at an event away from your club, you should report it to the event organiser.

(Archery GB February 2019)

Young Archers

This code of conduct applies to all our members under the age of 18 when they are taking part in or involved in the sport of archery. Other codes of conduct may also apply, for example for Archery GB team member agreements. In those circumstances, this code of conduct will also still apply.

To protect our reputation, the code also applies to those associated with Archery GB who are involved in archery while outside the UK.

Having fun, a positive attitude and good sportsmanship are the most important things for young archers.

Expected minimum standards of behaviour and conduct

As a young archer, I will do the following.

- **Respect my sport**

I will:

- be on time and be polite;
- try my hardest and do my best;
- play fairly – I won't cheat;
- accept success and failure with dignity; and
- respect archery facilities and equipment.

- **Respect others**

I will:

- listen and respond to my coach;
- respect the decisions of officials;
- control my emotions – verbal or physical abuse is not acceptable;
- never bully, spread rumours or tell lies (including on social media);
- protect other archers from abuse and bullying;
- welcome new young people; and
- make sure I tell my coach or parents if I think another person needs help.

- **Have self-respect**

I will:

- take responsibility for my actions;
- never smoke, vape, drink alcohol or take drugs (other than prescription drugs);
- never use inappropriate language or gestures; and
- tell someone I trust if the behaviour of others makes me feel uncomfortable.

Breaking the code of conduct

By joining Archery GB, you are agreeing to stick to this code of conduct and all of our policies, rules, regulations and procedures. If you break the code of conduct, we may tell your parents and we may investigate your behaviour and take disciplinary action. If you feel someone is breaking this code of conduct at your club, you should report it to your club committee. If you feel someone is breaking this code of conduct at an event away from your club, you should report it to the event organiser.

(Archery GB February 2019)