



By-Laws

September 2021



1. MEMBERSHIP

1.1 Ordinary Members

- 1.1.1 Ordinary Members are entitled to vote and shall pay all prescribed fees as required under Appendix 2.
- 1.1.2 Ordinary Members are entitled to vote on each agenda item at Annual General Meetings and/or Special General Meetings, and shall be entitled to hold Committee positions.
- 1.1.3 Ordinary Members holding Executive Committee positions are entitled to vote on each agenda item at Committee meetings.
- 1.1.4 Ordinary Members are entitled to full access to the Geelong Archers facilities and participation during all club activities.
- 1.1.5 Applications for membership shall be submitted on the prescribed Membership Renewal & Application Form as per **Appendix 2**, or on line through the Membership Data Base. Applications for membership shall be referred to the Executive Committee for consideration, following which the applicant shall be notified of the Committee's decision; as per the 2014 Constitution/Rules of Association and the Consumer Affairs Victoria Incorporation Reform Act 2012 (Model Rules for an Incorporated Association) Part 2 – Powers of Association Article 10 (1) (4).

1.2 Life Members

- 1.2.1 Geelong Archers may grant Life Membership to any member under such terms and conditions as it may determine from time to time. Nominations for Life Membership shall be submitted on the Nomination for Life Membership Form – see **Appendix 6**.
- 1.2.2 Life Members shall:
 - Be exempt from all membership fees of Geelong Archers.
 - Hold the same rights as those prescribed for Ordinary Members.

1.3 Associate Members

- 1.3.1 Club Associate Members are required to be members of Archery Australia and Archery Victoria. Club Associate Members are entitled to participate in social activities, vote and be elected to Committee positions, but are not entitled to shoot unless they fall under clause 1.3.2.
- 1.3.2 Club Associate Membership may be granted to members of another AA club or Archery Alliance Club, but these persons are not eligible to vote on any club matter or hold any Committee positions, but are permitted to shoot.

Note:

See also Archery Australia Membership Policy.

1.4 Qualification Scores

After the initial instruction or "Introduction to Archery" Course (three weeks instruction followed by nine (9) consecutive weeks shooting at either DU or AWR), it is recommended all archers "**qualify**" at set distances on the Target Range before they shoot on the open Target Range or Field Course – see **Appendix 1**.



1.5 Temporary Members

Temporary Membership shall be granted under the Archery Australia Constitution, Article 1.4 Membership to:

- Persons participating in the public "Introduction to Archery" (beginner's) courses; *and*
- Visitors from other clubs not affiliated with Archery Victoria (AV) / Archery Australia (AA);

Temporary Members are not eligible to vote on any club matter or hold any position on the Committee; *and*

A Temporary Membership Form shall be signed each time an archer participates in shooting activities following completion of the "Introduction to Archery" Program; *and*

The implementation of this category of membership shall be in accordance with the Temporary Membership rules as prescribed by Archery Australia Inc, but shall not exceed four times per year per person; or in the case of each "Introduction to Archery" Course shall not exceed the period of the undertaking of the prescribed courses; *and*

The length of any instructional program shall be at the discretion of the Committee but shall not exceed a period of twelve weeks; *and*

The Executive Committee shall determine the cost of the instructional programs from time to time.

1.6 Membership and Shooting Fees

The Annual Membership Fees shall be as determined by Archery Australia, Archery Victoria and the Geelong Archers Executive Committee; and advised to all current and new members on joining.

Archery Australia members visiting Geelong Archers and wishing to participate in shooting activities will be charged a fee as determined by the Committee from time to time.

In the absence of the Treasurer, a designated Executive Committee Member shall be responsible for collection of fees from any member of Geelong Archers or a Temporary or Associate member shooting and provide these fees to the club Treasurer, together with a list of persons making such payments.

The Executive Committee will determine indoor Target Archery shooting fees from time to time.

2. OPERATIONAL

2.1 Junior Age Groups

A parent or guardian of a child under twelve years of age shall be required to remain at the Club Grounds during shooting hours. This may be waived at the discretion of Executive Committee Members or qualified instructors present. Members of Geelong Archers shall not be held responsible for the actions of unsupervised minors where a parent or guardian elects not to remain at the club grounds.

A person in this Class shall be at least ten years of age, and be capable of undertaking instruction, before being eligible to become a member of Geelong Archers. This requirement shall be at the discretion of the Archery Australia qualified Instructors.

2.2 Geelong Archers Uniform

The Archery uniform is defined as any archery related top with neat casual lower garments, preferably navy blue.

The Geelong Archers uniform shall be:

2.2.1 Youths (boys and girls – up to the age of 16 years)

- Light blue polo shirt with navy blue and white trim with the GA logo embroidered on either the left or right chest area. The GA logo may be embroidered on the back, and Geelong Archers embroidered on the collar. The member's name may be added to either front or back (optional) *or*;
- Navy blue jackets or vests (optional)



- Navy Blue or light blue caps with trim as above (optional)
- Navy blue "bucket" hats (optional)

2.2.2 Youths (boys and girls 16 years and over) and Adults (all other members)

- Navy blue polo shirt with light blue and white trim with the GA logo embroidered on either the left or right chest area. The GA logo may be embroidered on the back, and Geelong Archers embroidered on the collar. The member's name may be added to either front or back (optional).
- Navy blue jackets or vests (optional)
- Navy Blue or light blue caps with trim as above (optional)
- Navy blue "bucket" hats (optional)

Members who have already purchased the light blue polo shirts and who do not wish to change, may continue to wear the light blue polo shirts.

The Executive Committee may amend the GA uniform from time to time as required.

2.3 Security

Security access codes and security "swipe cards" issued by Deakin University shall be issued to Executive Committee approved members only, with a register maintained by the Secretary.

Executive Committee members only shall have access to the internal security padlocks located on the steel storage cabinets. A key register for the target butts/shed will be placed on the Membership Data Base. Any key issued will be subject to a fee of \$10.00 deposit, refundable when returning the key.

Keys issued to GA members shall not be copied or provided to other members.

2.4 Use and Hire of Club Equipment

A fee as determined by the Executive Committee from time to time will be charged to hire club archery equipment.

No club equipment shall be used for Clout or Field Archery Disciplines unless approved by the Executive Committee.

No club equipment shall be used for any reason unless it is for the benefit of the Geelong Archers, or by specific approval of the Executive Committee at a pre-determined hire fee as set by the Executive Committee from time to time.

Any equipment removed from the club shall be signed for and authorised by either the President, Secretary or Property Officer.

2.5 Instructional Programs

Instructional Programs ("Introduction to Archery" Courses) will be conducted as required at times and dates as may be determined by the Executive Committee.

Come 'N' Try sessions (as distinct from "Introduction to Archery" Courses) may be conducted from time, and may include Scout, school, corporate sector groups, or others as may be determined.

All Programs shall only be conducted by Archery Australia qualified Coaches/Instructors. The Executive Committee shall determine the cost of the "Introduction to Archery" Courses from time to time.

2.6 Records

Scores shot by any member of the Geelong Archers Inc. shall be recorded irrespective of where or when such scores were shot provided that:

1. The score was shot during an official Archery Australia, Archery Victoria tournament or sanctioned club event, *and*
2. The member's scorecard for such tournament or event is provided to the club Recorder of Geelong Archers, *or*
3. The official result list of such tournaments showing the members score as produced to the Recorder of the Geelong Archers.



2.7 Identification Badges

Current Archery Australia Inc. membership cards shall be carried at all times by Geelong Archers Inc. members as proof of membership.

2.8 Activities Days and Times

The club shooting times shall be:

- Jarvis Oval – Saturday from 11.00am onwards
- Jarvis Oval – Wednesday morning from 9.00am approximately
- Abe Wood Reserve – Sunday morning from 9.00am approximately
- Jarvis Oval – last Sunday each month from 8.30am: Field Archery
- Jarvis Oval – 2nd Saturday each month: **Club Championships**: practice 1.30pm, start 2.00pm
- Other days and times at Deakin University and Abe Wood Reserve as determined by GA members

2.9 Record of Attendance

The Attendance Register shall be signed by all persons present each official day and time, whether they are engaged in shooting or not. This requirement is mandatory for insurance purposes.

2.10 Finance

The Executive Committee has the power to maintain Geelong Archers routine Governance and Management operations.

An individual Executive Committee member shall not spend more than \$500.00 for any single item. Expenditure above \$500.00 shall be subject to approval by the Committee.

The Executive Committee's financial delegation is limited to up to \$5,000.00 expenditure on any single item or groups of items. Expenditure above \$5,000.00 shall be subject to approval at an Annual General or Special General Meeting of the Club.

2.11 Rules of Shooting

In all competitions conducted at Geelong Archers or for rounds that are submitted to the Club Recorder or recorded in Archers Diary, equipment used must comply with the current World Archery rules.

In the case of general shooting and practice any equipment used that does not conform with current World Archery rules can only be used at the discretion of the Executive Committee. It is each archer's responsibility to ensure their equipment complies and if in any doubt should check with an Executive Committee member.

Crossbows: Recurve Crossbows up to 60lb can only be used by people who have been a member of an Archery Australia club for a minimum of 12 months. Compound Crossbows are not permitted under any circumstances.

Geelong Archers Inc specific shooting guidelines: see **Appendix 3**

2.12 Championships

Club Championships Competitions may be organised and conducted at the discretion of the Committee and in a manner as determined from time to time. See **Appendix 4**

2.13 Working Bees



The Executive Committee shall determine working bees at dates and times as deemed necessary and all members notified not less than seven days prior.

2.14 Consumption of Alcohol and Use of Banned Substances

Consumption of alcohol is expressly prohibited on club premises or the grounds located at Deakin University, Waurn Ponds or Abe Wood Reserve, Lovely Banks on the days during shooting, club activities or instructional programs. Consumption of alcohol outside of club activities times on or adjacent to club grounds shall be in moderation.

Consumption of alcohol by minors is expressly prohibited at all times.

The use of banned substances as determined by the Australian Sports Anti-Doping Authority (ASADA) and published from time to time are expressly prohibited at all times

Under no circumstances shall a member be permitted to shoot, coach or take responsibility for any club members or persons undergoing instruction whilst under the influence of alcohol or banned substances.

2.15 Executive Committee

The Executive Committee of GA shall comprise:

2.15.1 Elected/Appointed Officers:

- 2.15.1.1 President
- 2.15.1.2 Vice President
- 2.15.1.3 Secretary
- 2.15.1.4 Treasurer
- 2.15.1.5 Member Protection Information Officer (appointed by Executive Committee)

2.15.2 Elected / Appointed Ordinary Members:

- 2.15.2.1 Recorder (including Database Administration)
- 2.15.2.2 Property Officer
- 2.15.2.3 Field Marshall
- 2.15.2.4 Webmaster (appointed by Executive Committee)
- 2.15.2.5 Introduction to Archery Coordinator (Member 1)
- 2.15.2.6 Field Course Coordinator (Member 2)

2.15.3 Elections / Appointments and Terms of Office

- 2.15.3.1 In even years, the following elections / appointments shall take place (all for 2-year terms):
 - 2.15.3.1.1 President
 - 2.15.3.1.2 Treasurer
 - 2.15.3.1.3 Recorder (including Database Administration)
 - 2.15.3.1.4 Field Marshall
 - 2.15.3.1.5 Webmaster (appointed by Executive Committee)
- 2.15.3.2 In odd years, the following elections / appointments shall take place (all for 2-year terms):
 - 2.15.3.2.1 Vice President
 - 2.15.3.2.2 Secretary
 - 2.15.3.2.3 Property Officer
 - 2.15.3.2.4 Introduction to Archery Coordinator
 - 2.15.3.2.5 Field Course Coordinator
 - 2.15.3.2.6 Member Protection Information Officer (appointed by Exec Committee)



2.16 Media Release

All new members are requested to sign the Archery Australia Media Release Form, unless they decline for personal reasons.

2.17 Interpretation of Rules of Association and By-Laws

The Executive Committee shall be the final authority regarding the interpretation of the Rules of Association and By-Laws. Questions of interpretation may be referred to the Committee by any of the entities named in the Rules of Association Article 1 Membership. The Committee shall consider the requests and provide an answer in writing following the next scheduled Committee meeting, but not more than twenty-eight days after the request was received.

2.18 Amendments

- 2.18.1 The Executive Committee may amend the By-Laws at any time during Ordinary Executive Committee meetings, Special Executive Committee meetings or Urgent meetings. Notices of Motion and amendments shall be advised to Executive Committee members not less than 7 days prior to the meeting and placed on the agenda under Business of Which Notice Has Been Given.
- 2.18.2 Any amendments adopted by the Executive Committee shall then be placed on the agenda for the following Annual General Meeting or Special General Meeting, and shall be circulated to all members not less than 21 days prior to the meeting. Amendments adopted by the Executive Committee shall only be ratified by Special Resolution passed by a simple majority of those members present and entitled to vote, or via Proxy authorisation.



**Appendix 1
Qualification Scores**

Following the initial instruction or "Introduction to Archery Course", new archers should "qualify" at distances to allow them to shoot those distances on the target range. In addition, a minimum standard will be required before archers can shoot the field course. This is to ensure that an archer achieves a standard to minimise damage to equipment, reduce lost arrows and maintain a safe shooting environment for our members and visitors.

The standard for target will be:

Score of 400 for a 72-arrow round (Maximum score 720)


Score of 500 for a 90-arrow round (Maximum score 900)

Archers may shoot either round to qualify at a distance. An archer must record the required score on 2 occasions before proceeding to attempt the next longer distance.

The standard for field will be:

Qualification scores for 20, 30 and 40 metres be achieved as per above target scores before an archer can attempt the field course.

As Qualification is primarily a safety requirement, the same requirements apply regardless of bow type/shooting style.

 122 CM Face	Qualification Scores Achieved		Other Achievements
	1	2	All Gold Perfect
20m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
30m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
40m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
50m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
60m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
FIELD (achieved once 20, 30 and 40 achieved above)	<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>



Appendix 2

Archery Australia Inc.
and
Geelong Archers Inc.
MEMBERSHIP FORM



Tick the relevant box below.

Membership Application Membership Renewal

RGB: **Archery Victoria** DATE: ___/___/___

APPLICANT'S DETAILS: [PLEASE PRINT CLEARLY] MEMBERSHIP NUMBER :.....
(if renewal or if applying for Associate membership please put your current AA Number above)

Mr/Mrs/Miss/Ms Surname Given Name(s).....

Email

Membership Applied for: Shooting Non Shooting Member Associate Member

Type of bow you expect to use: Recurve Compound Longbow Barebow Crossbow

Nomination (For New Membership Application)

I, being a financial member of Geelong Archers Inc do hereby nominate the applicant for membership of Geelong Archers Inc.

Signature of Nominator:

I, being a financial member of Geelong Archers Inc do hereby second the applicant for membership of Geelong Archers Inc.

Signature of Seconder:

DECLARATION BY APPLICANT

I, (signature of Applicant) Certify that the information given by me is correct and hereby make application for membership of the Club, RGB (listed above) and Archery Australia Inc. I agree to be bound by, and to conduct myself in accordance with, the respective constitution, by-laws, rules, policies and procedures of the Club, RGB and Archery Australia Inc.

I hereby declare that I am not aware of any health issues or disabilities, which would endanger the safety of myself or other members of the Club, or if I do have such issues I will notify the Secretary in writing before engaging in any archery related activity.

I hereby consent to the collection and use of my personal images, results, awards and prizes received. I acknowledge these may be used by the Club, RGB or Archery Australia for websites, newsletters, publications for the promotion of the sport.

I further acknowledge that my images, results, awards and prizes may be used by the Club and Media to promote the Club. I understand that some personal information such as scores and achievements can be viewed by anyone who accesses Club, RGB and Archery Australia websites, or publications or general media and that my consent can be withdrawn at any time, upon written notice to the Secretary.

Your privacy is our priority. All personal information you have provided will help us process your application to become a member. Archery Australia, RGB and Club may use your information to communicate with you and inform you of activities and events. A full copy of your privacy policy is available at www.archery.org.au

NAME AND SIGNATURE (OF PARENT OR GUARDIAN IF APPLICANT IS UNDER 18)

NAME (print) SIGNATURE



Appendix 3

**Geelong Archers Inc
Shooting Guidelines**

Generally, all shooting at Geelong Archers shall be conducted under the rules of Archery Australia (AA), World Archery (WA) and/or the World Crossbow Shooters Association (WCSA).

Where these rules do not apply, the following rules are in place at Geelong Archers:

1) Archery practice, scored rounds and club competitions; Club competitions involving target shooting are currently held approximately once monthly, with the dates and rounds advertised on a club calendar; scores contribute to internal club rankings and end of year trophies. Sometimes, the Committee allows beginners, late-comers or other non-competitive archers to shoot on butts set up for practice during the club competition days, but priority is given to those shooting in the competition and competitive archery is encouraged.

On other weekends when the club competitions are not on, and on Wednesdays, the choice is up to individual members what distances and rounds they shoot in target practice.

Field and Clout days are also made available for those who wish to shoot those disciplines.

2) Separation and safety margins: It is not generally, the practice at Geelong Archers, for Target archers to shoot from a non-common shooting line, although occasionally, at the discretion of the Committee, a staggered shooting line with appropriate separation may be deemed necessary.

In Field Archery, normal WA/AA policies apply.

3) Grounds and specific rules of operation: The field and target ranges at Deakin University (Waurm Ponds campus, Jarvis Oval) are operated by Geelong Archers under certain rules imposed by the University, the company that controls the sporting facilities and the company that conducted the safety auditing. Flags and signs must be used to warn others and to cordon off areas during shooting times. See the Committee for details. Flags or bunting are to be used on bollards and at gates.

Shooting is towards the direction facing the university campus, i.e. backs of archers to the Colac Road, and with all archers facing away from the private residential property by the Waurm Ponds Creek, when on the target range, and in a forward direction in the agreed lanes on the field course.

Shooting at Deakin out of normal club times is permitted only during normal university hours or notified times and archers must notify Deakin or the managers of its sporting facilities, signing in and out, as per instructions detailed on the club's main shed exterior.

When it is made available, an attendance register is to be signed PRIOR TO SHOOTING.

At its grounds within the university, Geelong Archers currently maintains a path or access lane alongside its target range, allowing archers to approach the shooting and waiting areas (Field of Play) from the main shed and car park area. This is a path where there is a minimum safety lane between it and any active shooting. Only those competent to shoot on the shooting lane(s) closest to the path or access lane may make use of that shooting lane.

Members or helpers positioning target butts or otherwise accessing the range forward of the shooting line must wait until shooting has stopped and they are given the all clear by the Field Marshall/Director of Shooting.

Target and Clout ranges are also maintained by Geelong Archers at their other venue at Abe Wood Reserve in Lovely Banks. Access there is generally only during official times, as notified by Geelong Archers to Council and covered by its lease agreement.



Due to safety considerations shooting for both Target and Clout at Abe Wood Reserve has to take place in a northerly direction with the shooting lines closest to the sheds as currently set out to provide enough overshoot into an area that is not open to the public. For Clout shooting it is important to know that Archery Australia requires a minimum safety overshoot zone of 80 metres beyond the clout flag (see 2019 Shooting Rules, 12.2.9).

For both venues only current financial members of Archery Australia, or those who have signed a 'temporary membership' form and have been deemed able to shoot by the Committee may participate in shooting as the conditions of the insurance policy must be met.

4) Shooting Conduct and General Conduct on the Field of Play:

All archers are expected to comply with the directions of the Field Marshall/Director of Shooting and the Committee.

All archers are expected to be mindful of safety at all times and treat each other respectfully (adhere to the club's Code of Conduct).

Nobody is to disturb an archer on the shooting line. You can talk to an archer or engage them in conversation at the discretion of the archer and others nearby if they approve, but unfriendly, bothersome or harassing behaviour is not allowed. Once such permission is denied by another archer or silence called for, enough is enough.

In general all disputes are to be taken up with the Field Marshall, after shooting of the current end is finished, or later.

Non-shooters should remain in the area set aside for them. Exceptions will be made for members coaching or instructing, as long as they remain out of the way of shooters - and are not allowed forward of the waiting line during competition. Coaches are asked to vacate the shooting line as the last archers conclude their practice arrows.

Sequence and phases of shooting:

Archers are only allowed to approach the shooting line when signaled to or when shooting or spotting, and are only allowed forward of the shooting line when scoring, collecting arrows, looking for lost arrows or setting up targets, and only when it is safe to do so as agreed by the DOS / Field Marshall.

Archers are asked to wait for the signals and not preempt conclusion or commencement of shooting.

In general there are four main phases of shooting, controlled by the DOS. These are:

1) Waiting (pre or post shoot):

All archers are to wait for the next end, behind the waiting line (or at least 3 metres behind the shooting line). If 'traffic' lights are used, the light should be signaling red.

2) Getting ready to shoot:

2 sound signals or a command to 'approach the shooting line', indicate that archers may approach the shooting line ready to shoot. There will then be a further 10 second waiting period. During this time, the bow and bow arm is not to be raised, though arrows may be 'nocked'.

3) Shooting:

After a further single sound signal or a command to 'begin shooting', archers may begin to shoot. If 'traffic' lights are used, the light should now be green.

Archers may shoot arrows until the allotted number of arrows has been shot, or the DOS has given 3 sound signals to stop shooting because the timer has run down.

It is customary to have 240 seconds to shoot 6 arrows, or half that (120 seconds) to shoot a 3-arrow end, when using timing. The traffic lights go amber to warn when 30 seconds of the countdown remains.

When the time expires any archer still with un-shot arrows must immediately 'let down' - that is, drop the bow arm (point arrows towards the ground) and safely release the tension on the string.

If arrows are shot before the 'shoot' signal has been given or after the 'stop shooting' signal, the highest scoring arrow of that end is scored as a 'Miss'. If there has been too many arrows shot, but within the allotted time, only the 6 (or 3) lowest scoring arrows are to be scored.

An arrow is deemed to have been 'not shot' if a portion of it is behind a 3-dimensional '3 metre line' set in front of the shooting line.

When practising, an archer may shoot as many arrows as they wish whilst a timer is running, prior to the time expiring. If a timer is not being used, it is customary for an archer to shoot only the usual number of arrows for an end (6 or 3). More



than this is allowable only while other archers are still shooting. It is also customary in such circumstances for all archers to begin as soon as practicable after the signal to shoot; be considerate of other people.

Once an archer has shot their arrows, they must retreat behind the waiting line or at least to 3m behind the shooting line, until given the signal to collect arrows. It is courtesy to wait until adjacent archers have shot their current arrow before withdrawing to the waiting line. While an archer may remain if using a spotting scope on the shooting line, such archers should fall back to the waiting line by the time all active shooters have finished.

If an archer with arrows still to shoot leaves the line whilst time remains, it is their responsibility to notify the DOS of their intent to return, or to resume position on the shooting line before the last active archer has withdrawn, or else the DOS may assume the end is complete.

If an archer who has finished shooting needs to adjust their equipment, they are asked to do so behind the waiting line.

It is general practice for the Field Marshall to wait until the timer has expired or all of the archers have stepped off the shooting line or have obviously finished shooting, to call an end to the shooting phase, unless there is an emergency requiring halt of shooting.

When an archer participating in a scoring round has an equipment failure, bounce-out or obvious pass-through, or an incident occurs such as movement of a target buttress or unfastening of the target face, they should raise a hand or otherwise notify the DOS or a judge. The DOS will allow for such equipment failures, any required make up timed shooting/scoring, or other incidents. The DOS should make note of the remaining time when calling such a halt, and should be notified of the number of arrows remaining to archers on an affected target/buttress.

In general, an archer's equipment should be left behind the waiting line, not on the shooting line. An exception to this is where a ground quiver or combined quiver and bow stand is used, and spotting scopes which obviously needs to be at the shooting line.

4) Scoring and arrow retrieval:

The Field Marshall or DOS, will signal with 3 sound signals or a voice command when everyone has finished shooting or the time expires, that it is safe and clear to move forward of the shooting line to collect arrows. Before this time an archer must remain behind the shooting line.

If the signal was the result of the timer expiring (an automatic signal of the timing gear), the archers should pause slightly to ensure that the DOS agrees it is safe to move forward of the shooting line.

If there is an emergency or the DOS calls archers back or gives many (5 or more) sound signals, all archers are to stop immediately and, if signaled, must retreat behind the shooting line.



Appendix 3a

Geelong Archers Inc Archery Etiquette

As an individual sport that is undertaken in a group environment, etiquette is important to the smooth running of events and club shoots. The general principle to be applied is that nothing we do on the archery field should impact on others ability to enjoy their shooting or have the space and time to work on their skills.

The Club currently has a Code of Conduct which is below:

As a member of Geelong Archers Inc. I will:

1. Be ethical, fair and honest in all my dealings with other people, the Club, Archery Australia Inc. and any other archery associations to which I belong.
2. Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations.
3. Always place the safety and welfare of children above other rules and policies.
4. Comply with the Club's and Archery Australia's constitutions, rules and policies.
5. Operate within the rules and spirit of the sport.
6. Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws.
7. Be responsible and accountable for my conduct.

We also have Section 4 of Appendix 3 of our By Laws as below:

4) Shooting Conduct and General Conduct on the Field of Play:

All archers are expected to comply with the directions of the Field Marshall/Director of Shooting and the Committee.

All archers are expected to be mindful of safety at all times and treat each other respectfully (adhere to the club's Code of Conduct).

Nobody is to disturb an archer on the shooting line. You can talk to an archer or engage them in conversation at the discretion of the archer and others nearby if they approve, but unfriendly, bothersome or harassing behaviour is not allowed. Once such permission is denied by another archer or silence called for, enough is enough.

In general, all disputes are to be taken up with the Field Marshall, after shooting of the current end is finished, or later.

Non-shooters should remain in the area set aside for them. Exceptions will be made for members coaching or instructing, as long as they remain out of the way of shooters - and are not allowed forward of the waiting line during

competition. Coaches are asked to vacate the shooting line as the last archers conclude their practice arrows.

This document will outline a range of specific behaviours and conduct to make clear the conduct that is generally expected of archers while enjoying their sport.

There are 5 situations in which Club activities will take place:

1. Normal Club days: Eg. Saturdays 11-5 at Deakin and other times as specified in our By Laws
2. Competition days: Club Championships, Anzac Day Clout or other events as decided from time to time.
3. Sole Archer or Small Group practice: This would normally take place outside of normal club hours and would involve a single archer or a group that could shoot on a single target.
4. Non-Shooting occasions or situations: this could include online discussions, email exchanges etc
5. Club Field Shoots

NORMAL CLUB DAYS

At a Club day, there may or may not be timing in place. In most situations, a Field Marshall would control shooting and would be responsible for resolving any issues. When a Field Marshall is not formally in place, a Committee member or other senior member would normally take on this role.

- Overriding principle is that no archer or spectator should interfere with an archer's quiet enjoyment of their sport.
- Generally speaking, ends being shot would consist of no more than 6 arrows. If timing is in place, then an archer is entitled to use the full time to complete their end. If they wish to shoot more than 6 arrows, they should



nevertheless retire from the line once everyone else has finished and they have shot at least 6 OR ask the other archer's present for permission to shoot extra arrows.

- The exception to the above principle is that when a formal round with practice ends is being shot, in line with common practice, an archer can shoot as many practice arrows as they like with the allotted time limit per practice end prior to scoring.
- If searching for missed arrows, no more than 5 minutes absolute maximum time should be spent searching. The 5 minutes can be spread over more than one end. Once that time has been used up, archers may continue to search while others are scoring subsequent ends, but should head back to the shooting line once scoring is completed. If needed, searching can be resumed during any breaks or after completion of the days searching. Missing arrows should be recorded in the Book provided in the Clubrooms. It is an archer's own responsibility to ensure they have sufficient spare arrows to make up for any misses.
- Each archer should ensure that they have sufficient skill to shoot at their selected distance. As a rule, an average over 33.33 points at a particular distance on a 122cm face over at least 12 ends would be the minimum standard before attempting the next longer distance. This would be regardless of the bow type being used. Newer archers are encouraged to use the Clubs Qualifying card to monitor their progress.
- Archers arriving after commencement of shooting who wish to get out their own target should not unreasonably delay shooting while doing so. If assistance is required to move a target, please ask.
- While a degree of banter and chat is certainly acceptable, nobody is to disturb an archer on the shooting line. You can talk to an archer or engage them in conversation at the discretion of the archer and others nearby if they approve, but unfriendly, bothersome or harassing behaviour is not allowed. Once such permission is denied by another archer or silence called for, enough is enough. Further, if an archer asks for quiet, others should respect that request.
- Mobile phones should be set to silent.
- Care should be taken that equipment does not interfere with other archers especially when stepping onto or stepping off the line. Please be aware of limb tips, stabiliser rods and arrows in quivers at these times. Care should be taken when loading and nocking arrows that bows are either held vertical or rested on a foot. This should never be done while holding a bow horizontally.
- No archer should touch or handle another archer's equipment with first asking permission.
- No archer should draw another archer's arrows from a target without first asking permission.
- Excessive movement should be avoided while shooting. This includes movement in the course of following through after a shot. In particular, scopes should be positioned to ensure you can use them without stepping off the shooting line.
- On windy days, scopes should be checked to ensure they are stable and will not blow over potentially interfering with other archers.
- Unsolicited comments regarding another archer's performance should be minimal and positive.
- Likewise, unsolicited comments regarding other archer's arrow flight, tuning or equipment should be minimal and positive.
- In regard to the above 2 points, good natured banter between archers is acceptable, but all archers should be aware of other's reactions to their comments.
- Unsolicited advice on form or equipment should be avoided. It is acceptable if permission is sought before-hand.
- It is permissible to let an archer know if the condition or set up of their equipment can potentially interfere with another archer or cause a safety issue. Example would be loose parts, broken parts, damaged nocks or fletching, missing points, excessively noisy bows etc.
- At the conclusion of shooting, all archers should assist with packing up the target range. If time permits, they should assist with looking for any missing arrows. If leaving prior to conclusion of the days shooting, they should take their own target back to the shed after first establishing that no other archers wish to use it.

CLUB COMPETITION DAYS

- All the above points would apply on these days with the following additional guidelines.
- During official practice ends, archers are permitted to shoot any number of arrows within time limits. Usual rules regarding penalties for shots after time limits (forfeiture of highest scoring arrows in first scoring end would apply)
- Archer's should assist with setting up the field and targets prior to commencement of shooting.
- Particular care and attention should be paid to noise and comments while archers are shooting.



SOLO OR SMALL GROUP PRACTICE

- If a small group is practicing on a single target, then the above guidelines still apply unless waived by mutual agreement.
- Nevertheless, all club safety guidelines (flags etc) must always be complied with.

NON-SHOOTING OCCASIONS

- All members have the right to be treated with respect. Even when not shooting, comments on their performances or equipment should be minimal and positive.
- Unsolicited advice should not be offered without first gaining consent.
- Members should take particular care in on-line situations. Supposed good natured banter can often be mistaken for more serious comments and misconstrued.

FIELD SHOOTING

- Archers should familiarise themselves with Field Rules prior to attempting to shoot the field course.
- More experienced archers should be willing to explain the rules and practices of field shooting to less experienced archer if asked to do so. They should take care to do so in a helpful and positive manner.
- Searching for lost arrows should be kept to a minimum to prevent delaying following groups.
- The last group proceeding around the course should take care to cover all butts once they have finished scoring and removing arrows.
- On difficult terrain, archers should assist less physically capable archers to negotiate the course.
- Before spotting another archer's arrows, ask permission first.
- Always be considerate of your shooting companions when taking up a shooting position.

ARCHERY ETIQUETTE DO's and DON'Ts

Do.... treat fellow club members and visitors with respect

Do.... obey the Field Marshal or Director of Shooting's direction, it is for your safety!

Do.... understand your own ability and shoot at a distance that matches your skills

Do.... be positive and encouraging to your fellow archers

Do.... observe the shooting and waiting lines

Do.... make sure your equipment doesn't interfere with other archers

Do.... set your mobile phone to silent

Do.... remember, we are all here as volunteers and to enjoy our sport!

Don't.... give advice on another archer's form, equipment or tuning without asking whether they would like you to

Don't.... touch another archer's equipment without their permission (including pulling arrows from the target)

Don't.... create excessive noise on or behind the line whilst others are shooting

Don't.... leave your bow on the shooting line when finished shooting (scopes and ground quivers or combined ground quivers/bow stands are okay)

Don't.... hold up others while shooting or looking for arrows, or setting up a target (5 minutes maximum)

Don't.... leave setting up and packing up the range or field course to the same few people



Appendix 4

Geelong Archers Club Championship Rules

to decide the annual club champions for each calendar year

Categories/Divisions

Club champions will be decided in the following categories/divisions

- Male Senior Un sighted Recurve (incorporating longbow)
- Female Senior Un sighted Recurve (incorporating longbow)
- Male Senior Recurve (sighted)
- Female Senior Recurve (sighted)
- Male Senior Compound
- Female Senior Compound
- Junior Un sighted Recurve (incorporating longbow)
- Junior Recurve (sighted)
- Junior Compound

For any category a minimum of 3 competitors must shoot throughout the year for an award to be given.

Archery Australia rules for divisions and categories apply, any archer in a junior (cub, intermediate, cadet, 20 & under) division may shoot in the senior division instead, nominating before shooting their first competition of any calendar year and may not change division in that category for the entire year.

A person may shoot in different categories (bow type) during the year, and points will be allocated to the appropriate category for each club competition day shot, they may not shoot multiple categories on a single day.

Calendar

The calendar of shooting is to be put forward to the committee by the club recorder before the end of the proceeding calendar year, incorporating a variety of target rounds (including indoor rounds) and distributed to members.

Modifications to the calendar can be made by the committee as required, with at least 2 weeks notice given to the members.

Rounds

Each event of the club competition is to include a variety of rounds that can be shot by any level of archer.

Championship placings

Placings for archers each month will be decided by the rating calculated by Archers Diary, and awarded Championship Points as follows:

- 1st- 12 Championship Points
- 2nd- 9 Championship Points
- 3rd- 7 Championship Points
- 4th- 5 Championship Points
- 5th- 4 Championship Points
- 6th- 3 Championship Points
- 7th- 2 Championship Points
- 8th- 1 Championship Point

In the event of a tie on ratings, points will be awarded to all tied archers for the higher placing, and the lower placings will be removed from the table (i.e. in the event of a tie with 2 archers for first, both archers will be awarded 12 points and the 2nd place with relevant points will be removed from the table)

Overall placings

The club champion and subsequent placings in each category/division will be decided by the addition of the 8 events with the highest points awarded to each archer.

In the event of a tie for any placing, the winner will be the archer with the highest number of 1st places, if there is still a tie the winner will be the archer with the highest number of 2nd places, and so on.

Additional divisions

Any member or Committee Member may apply to the Committee for the addition of a division at any time before 50% of rounds have been shot. The Committee should consider the numbers participating in allowing additional sections. If new divisions are added after the Championships for the year has commenced, the Recorder will reallocate any affected archers as appropriate. Any archer who would move to the new division can elect to stay in their original division provided they are still eligible, by notifying the club recorder.



Appendix 5



Nomination Form – Executive Committee

Position: _____

Name: _____ AA Membership Number: _____

Address: _____

Telephone: _____ E-mail: _____

Proposer: I (name in block letters) _____

Hereby nominate: _____ for the position of: _____

Subject to the terms and conditions of election, the term of office and/or any other guidelines/requirements that may be determined by the Executive Committee of Geelong Archers Inc. from time to time.

Signature: _____ Date: _____

Seconder: I (name in block letters) _____

Hereby second: _____ for the position of: _____

Subject to the terms and conditions of election, the term of office and/or any other guidelines/requirements that may be determined by the Executive Committee of Geelong Archers Inc. from time to time.

Signature: _____ Date: _____

Nominee: I (name in block letters) _____

Hereby accept the nomination for the position of: _____

Subject to the terms and conditions of election, the term of office and/or any other guidelines/requirements the Executive Committee of Geelong Archers Inc. may determine from time to time.

Signature: _____ Date: _____

The nominee is asked to provide information as set out on the following page.

This will then be circulated to all members prior to elections.



1. Nominee: _____

2. Position: _____

3. Member of Geelong Archers Inc. since: _____

4. Professional Background: (Please detail any professional background information relevant to taking up a position on the Executive Committee of Geelong Archers Inc.)

5. Operational Background: (Please detail any Board or Committee experience (in archery or otherwise) relevant to taking up a position on the Executive Committee of Geelong Archers Inc.)

6. Archery Experience: (Please be specific in relation to the years of involvement in coaching, judging or as a competitive or recreational archer.)

7. Objectives: (If elected to the Executive Committee what would you like to achieve during your term of office?)



Appendix 6



NOMINATION FORM

Life Member

Personal Details

Name: _____

Address: _____

Telephone: _____ E-mail: _____

Proposer: I, _____ (name)

Signature: _____ Date: _____

Hereby nominate: _____ for the honorific title of

LIFE MEMBER

Subject to the terms and conditions of election.

Seconded: I, _____ (name)

Signature: _____ Date: _____

Hereby nominate: _____ for the honorific title of

LIFE MEMBER

Subject to the terms and conditions of election.

Please complete the following page outlining reasons for the nomination.



STRICTLY CONFIDENTIAL

Honorific Title – Life Membership

Citation

8. Nominee: _____

9. Membership: _____

10. Positions held: _____

11. Contributions to Geelong Archers Inc: _____

12. Awards: _____



Appendix 6a Geelong Archers Inc Life Membership

Life Membership is the highest honour bestowed on individual club members whose exceptional, loyal and outstanding service and contribution has provided measurable benefit to the club or the sport of archery over an extended period of time.

Life Membership is recognised as the highest recognition awarded to a member in acknowledgement of exceptional service and contribution, and it should retain its prestige and not be awarded lightly.

CONSIDERATIONS FOR NOMINATION

Life Membership should not be considered as a competitive matter and nominees must be considered individually and on their personal attributes and achievements and not in comparison to others. Whilst it is inevitable comparisons will be made with past recipients, direct comparisons should not be made.

The considerations for nomination below are provided as guidance, but it is the overall contribution of the nominee that must be evaluated. A nominee has to fulfil most of the considerations below, except in extraordinary circumstances. It is up to the Executive Committee to decide whether a nomination is suitable to be brought to the general membership at a Special General Meeting or the Annual General Meeting.

For any of the relevant considerations for nomination the nominee should have demonstrated an exceptional contribution beyond the ordinary for an extended period of time, which has had a measurable benefit to the club and/or the sport of archery in general.

1. The nominee has been a member of the club (Geelong Archers/Corio Bay Archers) for a minimum of fifteen (15) years.
2. The nominee demonstrates attitude and demeanour that reflects dedication to the values of the club including good sportsmanship.
3. The nominee provides valued leadership around the club and is considered a role model.
4. The nominee has been in specific roles (e.g., committee member, instructor, judge) that contribute to the benefit of the club or the sport of archery for a minimum of ten (10) years and/or has provided major hands-on contribution to the club over an extended period of time.
5. The nominee represented the club successfully as a competitor/coach/official/administrator at regional/national/international levels over an extended period of time.

PROCESS FOR AWARDING LIFE MEMBERSHIP

1. Any current financial member of Geelong Archers can be nominated by any current financial member with the nomination seconded by another current financial member.
2. Nominations need to be made on the official nomination form and should include the nominator's reasons for putting forward the candidate demonstrating how the candidate fulfils the criteria.
3. Nomination for Life Membership must remain strictly confidential.
4. Life Membership cannot be nominated by or seconded by an immediate family member.
5. The nomination form needs to be sent to the Secretary or President and will be discussed at the next Executive Committee meeting.
6. If the nominee is serving on the Executive Committee at the time of nomination, that person must be removed from any deliberation on the nomination.
7. A simple majority of a quorum of the Executive Committee is sufficient for the nomination to be pursued.
8. If the Executive Committee decides not to endorse the nomination, a member of the Executive Committee will inform the nominator and seconder. This information should be kept confidential.
9. If the Executive Committee decides to endorse the nomination it will be presented to the Annual General Meeting or a Special General Meeting. However, this should not be seen as a recommendation by the Executive Committee to members to vote in a particular way.
10. All club members eligible to vote and present at the meeting (in person or by proxy) will cast a vote on the nomination. The vote will be cast by secret ballot. A simple majority is required for the life membership to be awarded.
11. The recipient will receive a certificate, and their name and photograph will be added to the Life Member photo board and on the club website.
12. Life Members are exempt from paying club membership fees.



Appendix 7



Form of Appointment of Proxy for a Meeting of Geelong Archers Convened Under Rules of Association – General Meetings of the Association Clause 8.4

I, _____ (name)

of _____ (address)

being a member of _____ Geelong Archers Inc

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of Geelong Archers, as my proxy to vote for me on my behalf at the Annual General Meeting or Special General Meeting of the Club convened under Clause 8.4 to be held on:

(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at his or her discretion in respect of the following resolution (insert details of resolution passed under Clause 7.4.4).

Signed: _____ Date: _____

Please Return By



Appendix 8



1. Member Protection Policy

Geelong Archers Inc. is committed to ensuring that every person involved in the sport of Archery is treated with respect and dignity and is safe and protected from abuse.

Geelong Archers is a recognised club under Archery Australia (AA), and accordingly all members of Geelong Archers shall comply with the AA National Member/Child Protection Policy (NMCPP).

The NMCPP aims to ensure that our core values, good reputation and positive behaviours and attitudes are maintained. This policy assists us in ensuring that every person involved in our sport is treated with respect and dignity and is safe and protected from abuse. The policy also ensures that everyone involved in our sport is aware of their ethical rights and responsibilities.

All disputes and complaints within Geelong Archers will be dealt with in accordance with the NMCPP Attachment C1: Complaints Procedure available from the Member Protection Information Officer.

The NMCPP is supported by the Geelong Archers Code of Conduct.

A copy of the AANMCPP may be found on the AA website: www.archery.org.au or obtained from the Geelong Archers Membership Protection Information Officer.

2. Code of Conduct

As a member of Geelong Archers I will endeavour to:

1. Be ethical, fair and honest in all my dealings with members of Geelong Archers, Archery Australia, Archery Victoria and any other archery organisations to which I may belong.
2. Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations.
3. Always place the safety and welfare of children above other rules and policies.
4. Comply with the Geelong Archers, Archery Australia and Archery Victoria constitutions, rules and policies.
5. Respect and comply with the rules and spirit of the sport.
6. Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws.
7. Be responsible and accountable for my conduct.



Appendix 9 Position Descriptions for Executive Committee Members



POSITION DESCRIPTION PRESIDENT

In terms of the Constitution/Rules of Association the President is the principal officer of the Geelong Archers Inc as an Incorporated Association, and as such has overall responsibility for the governance and management of the Association; with specific reference to the General Duties as outlined in the Constitution/Rules of Association for both President and Vice President – Sub-Clause 9.2.3.

Specifically the President shall be responsible for:

- Being the principal point of contact for the general public or, in the President's absence, the Vice President and Secretary;
- Representing the opinions of the members in relation to the operations, planning and development of the club;
- Chairing the Annual General Meeting;
- Chairing Executive Committee and/or Special General Meetings;
- Representing the club at local and state level as necessary;
- Ensuring the planning, development and budgeting for the future is carried out in accordance with the resolutions of the Executive Committee and expectations of members.

The President is expected to facilitate the following activities:

- Open Tournaments (Warralong, QREs, AV Championships)
- Working Bees in preparation for tournaments as well as general club maintenance;
- Welcome those persons who have completed "Introduction to Archery" courses and new members

Knowledge and Skills - Ideally the President is someone who:

- Is a supportive leader for all club members;
- Is able to communicate effectively with the Executive Committee and members in general;
- Is well informed of all club activities;
- Can drive any future Development Plans and the direction of Geelong Archers;
- Has good working knowledge of the Constitution/Rules of Association, AA Shooting Rules and the roles and responsibilities of all Executive Committee members; and any Sub-Committees instituted for specific purposes;



POSITION DESCRIPTION VICE PRESIDENT

In terms of the Constitution/Rules of Association the Vice President is the second principal officer of the Geelong Archers Inc as an Incorporated Association, and as such has overall responsibility for the governance and management of the Association; with specific reference to the General Duties as outlined in the Constitution/Rules of Association – Sub-Clause 9.2.3.

Regarding the roles and responsibilities, these should be read in conjunction with the Position Description of the President in the person's absence – see the Position Description relating to the President.

The Vice President may also fulfill additional roles if required, e.g. Webmaster, Social Media Coordinator.



POSITION DESCRIPTION SECRETARY

The Secretary is the Chief Executive Officer of Geelong Archers Inc and the Public Officer of the club.

The Secretary is directly responsible to the Executive Committee, and provides the link between the Executive Committee and members.

The Secretary shall perform any duty or function required under the Victorian Incorporated Associations Act to be performed by the Secretary of an Incorporated Association.

Specifically the Secretary shall:

- Keep custody of the Geelong Archers Inc Common Seal and, except for the financial records, all books, documents and securities of the club;
- In conjunction with the Treasurer and the Data Base Administrator maintain the club membership data base;
- Provide members with access to the Membership Data Base, the minutes of General Meetings and other books and documents;
- Act as the Committee Member responsible for the day-to-day management and administration of the club;
- Attend to all internal and external correspondence of the club; unless otherwise undertaken by the President or his or her representative;
- Register Warralong and any other competition to be held with Archery Victoria and if wished register as an Arrowhead event with Archery Australia;
- Organise the printing of current scorecards for all events, as well as all other necessary forms;
- Organise Achievement Certificates for Introduction to Archery courses;
- Prepare Notice of Meeting, Agenda and Minutes and associated documentation for all Executive Committee meetings and the Annual General Meeting



POSITION DESCRIPTION TREASURER

The Treasurer is the Chief Financial Officer of Geelong Archers Inc. and as such is an officer of the Association and shall be directly responsible to the Executive Committee and the members of the club.

The duties, responsibilities and requirements are as follows but shall not be specifically confined to these duties:

- The Treasurer shall receive moneys paid to or received by Geelong Archers and issue receipts for those moneys in the name of the club
- Ensure that all moneys received shall be deposited into the bank Account of Geelong Archers within two to four weeks either by personal deposit or electronic means
- Make any payments authorised by the committee from Club funds
- Ensure the financial records of Geelong Archers are kept in accordance with the Act
- Provide a Treasurers report at each Executive Committee meeting
- Keep an accurate record of all payments
- Attend Committee meetings unless apologies have been received
- Coordinate the preparation of the Annual Financial Statements of Geelong Archers and their certification by the committee prior to the submission to the Annual General meeting of Geelong Archers

The Treasurer shall ensure that at least one other Committee Member has access to the accounts and financial records of Geelong Archers.



POSITION DESCRIPTION RECORDER

The Recorder keeps track of club members' scores shot during club championships events and regular club shoots.

Specific responsibilities are:

- Organise club championship shooting calendar.
- Collate championship results and provide running total each month.
- Enter scores into Archers Diary as required
- Keep archers records up to date (on Archers Diary).
- Inform president of club champions etc. for presentation of trophies.
- Provide classification, all gold and perfect badges to archers as requested.

The Recorder will also perform the duties of the Database Administrator, so is the primary person to administer the club's area on the Archery Australia database.

Specific duties include:



POSITION DESCRIPTION MEMBER PROTECTION INFORMATION OFFICER

The Member Protection Information Officer (MPIO) is the first point of call in the club for any enquiries, concerns or complaints about harassment and abuse.

The MPIO provides confidential information and moral support to the person with the concern or who is alleging harassment.

The MPIO is responsible to the Executive Committee and club members.

The MPIO will:

- Take confidential notes about the complaint;
- Try to find out the facts of the problem;
- Ask what outcome/how the complainant want the problem resolved and if you need support;
- Provide possible options for the complainant to resolve the problem;
- Act as a support person if the complainant so wishes;
- Refer the complainant to an appropriate person (e.g. Mediator) to help them resolve the problem, if necessary;
- Inform the relevant government authorities and/or police if required by law to do so;
- Maintain confidentiality.



POSITION DESCRIPTION FIELD MARSHALL/DoS

The Field Marshall's primary role is to implement the Archery Australia Inc/World Archery Federation (hereinafter abbreviated as AA/WA) Rules of Shooting and oversee all matters relating to the control or direction (management) of shooting at Geelong Archers Inc (hereafter abbreviated as GA). The role is mostly involved with assisting to implement GA's provision of a safe shooting environment, overseen by (as may be required from time to time) a Director of Shooting (hereafter abbreviated as DoS).

The Field Marshall/DoS shall:

- Act as or when required as DoS at internal club shooting activities;
- Delegate at club-level the Field Marshall/DOS function to other members, as may be required from time to time;
- Ensure the AA/WA Rules of Shooting shall always be implemented;
- At GA level the current Field Marshal/DoS, (or any GA member delegated to the role of DoS), shall have successfully completed the online Archery Australia Club Officials training course;
- Officiate at all Qualifying Ranking Events (hereinafter abbreviated as QRE's) conducted at GA level (usually controlled by a DoS who is a AA National Judge or National Judge Candidate, or at least a QRE official, or a GA member who has made all reasonable efforts to learn and/or familiarize themselves with the current AA/WA rules, and has passed the current requirements including any qualification or competency tests, as determined by AA to be applicable from time to time);



POSITION DESCRIPTION INTRODUCTION TO ARCHERY COORDINATOR

The main responsibility of the Introduction to Archery Coordinator is the organisation of approximately four courses per year, but they will also respond to inquiries about school groups, scout groups and other groups wanting to do a one off Come & Try session (depending on availability of instructors).

Introduction to Archery Course organisation:

- If somebody makes contact by email or the club mobile phone the coordinator will ask if the person has done archery before.
 - If they have, they are invited to come to the range for someone to look at to see how proficient they are. They may shoot four times before they are expected to join the club.
 - If they have not done archery the coordinator will send them an email with all the relevant information for the next course.
- The coordinator will then compile a list with participants' full name, age and whether they are right or left handed and indicate when the fee has been received by the club.
- Liaise with Secretary regarding call for instructors.
- On the days of the course the coordinator will assist the instructors to set up targets, get bows and arrows ready. Participants need to sign the Temporary Player form and check spelling of names. When finalised the list is given to the Secretary to produce completion certificates.
- At the beginning of the first session the coordinator welcomes participants to the course and provides an overview of the course content.
- Before the second and third session the coordinator will also put out scorecards and pens.
- At end of course the coordinator will hand out certificates and inform participants of the possibility to attend club shoots for nine weeks for a shooting fee of \$10 before making a decision to join.



POSITION DESCRIPTION WEBMASTER

The Webmaster manages the club's web pages as well as other sites and applications. They coordinate the design, development, deployment and maintenance of the club's online presence. They are responsible for web developers and graphic artists that may assist the club as required.



POSITION DESCRIPTION FIELD COURSE COORDINATOR

The Field Course Coordinator is responsible for the upkeep of the Geelong Archers field course, which includes maintenance of the course and target butts. They will facilitate working bees prior to field competitions and work closely with the property officer to ensure all necessary materials are available and appropriately set up.



POSITION DESCRIPTION CANTEEN MANAGER

The Club Canteen Manager is responsible for the proper management of the club's canteen and special events catering required by the Committee. They manage all matters relating to the stocking and staffing of the canteen including recruiting and rostering of volunteers to work in the canteen at events.

The Club Canteen Manager needs to liaise closely with your Club Treasurer regarding accounting procedures.

Specific responsibilities include:

- Purchase all food and drink items to stock the canteen
- Arrange for the pickup/delivery of all items ordered for the canteen
- Monitor the sale of items to ensure the canteen is not overstocked
- Obtain any floats that are required by the Treasurer or financial procedures
- At the end of each day, in conjunction with the Treasurer, count all takings
- Supervise all volunteers working in the canteen
- Ensure that all hazardous materials are safely stored
- Ensure that the canteen and other portable canteen areas provide a safe working environment for all
- Ensure that all health regulations are complied with
- Maintain appropriate canteen records as required by the Treasurer / committee
- Keep the committee informed of all relevant matters



Appendix 10 Glossary of Terms

NAME	DEFINITION
Association	Geelong Archers Incorporated – that may be abbreviated Geelong Archers, the Association, GA or the Club as may be determined throughout the Rules of Association (Constitution) and By-Laws.
Rules of Association	The principal document under which the Association is incorporated, that may also be referred to as the Constitution.
National Association	Archery Australia Inc the national body charged with the Governance and Management of the sport of Archery in Australia – that may be abbreviated to Archery Australia, the Association or AA as may be determined throughout these rules.
Recognised Governing Body	Archery Victoria Incorporated the governing body for archery in Victoria – that may be abbreviated as Archery Victoria or AV as may be determined throughout these rules.
Executive Committee	The Governance and Management body of Geelong Archers consisting of elected and appointed members – that may be abbreviated to the Executive Committee or EC as may be determined throughout these rules.
Meetings	A meeting of the Association (Special General Meeting or Annual General Meeting) or the Executive Committee.
Members	The group of persons forming the club, who may be designated as Ordinary, Life, Associate, Associate Members Associate (non-shooting) and Temporary Members.
Life Members	Either of the above members (with the exception of Temporary Members) who may be granted this honour in recognition of distinguished service to the club or the sport of archery over many years.
Associate Members	Members in this category are entirely distinct from what constitutes Associate Members of Archery Australia or Archery Victoria, having full rights as those accorded to Ordinary Members.
Financial Year	The year 1 July to 30 June in any one following year.
Australian Sports Anti-Doping Authority	The national integrated anti-doping organisation, abbreviated as ASADA, responsible for anti-doping control procedures, including collection (testing), results and athlete whereabouts.
World Archery Federation	The World Archery Federation abbreviated as WA, responsible for all matters pertaining to the governance and management of archery internationally, as detailed in the Constitution & Rules, Article 1.2 Statement of Purpose. The term FITA may be used to describe the various competition rules for Outdoor Target, Indoor Target and Field Archery Rounds.
World Crossbows Shooting Association	The international association abbreviated as WCSA, responsible for all matters pertaining to the governance and management of the sport of Crossbow shooting internationally, as detailed in the Constitution & Rules, Article 1.2 Statement of Purpose
Note: For other archery Glossary of Terms or Definitions, please refer to the Archery Australia website.	