



A Guide to:

# Starting up a new Archery Club



## Starting up a new Archery Club

Archery is a sport for all irrespective of age, gender or physical ability. Archery can be practiced in many forms, Target, Field Indoor and Clout with a variety of different equipment, Recurve, Compound and Longbow being the most common.

This document describes the basic requirements for setting up a club and registering with a State Association and Archery Australia.

Further advice can be obtained direct from your local State Archery Association Office or the Archery Australia Office

### FIRST STEP

Contact your local RGB (State Archery Association) who will be happy to provide you with the specific requirements required for registration.

Then identify the minimum number of people required under the relevant state Association Incorporation Act that is needed to form a club. The number will vary from state to state but generally the number is 4 to 6 people, generally they should be adults (over 18 years of age). These can be new people or current members seeking to transfer to your club.

Conduct your first club meeting appointing your initial committee of the Club. Ideally you should have President, Vice President, Secretary and Treasurer or a combined Secretary/Treasurer. You may also appoint additional positions if you have people available, these could include Executive Officer/s, Membership Officer and Recorder.

You can find Position Descriptions for these key positions in the rear of this document.

Ensure you have a record of the meeting in the form of minutes; you will need these to establish a Bank Account for the club.

At this meeting create a Club name and decide on a logo.

Also at this meeting create the constitution; the local RGB will be able to provide you with a copy of the relevant Model Rules or you can obtain a copy from the local government office –

NSW – Department of Fair Trading - [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

ACT – Office of Regulatory Services – [www.legislation.act.gov.au](http://www.legislation.act.gov.au)

VIC – Consumer Affairs – [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

TAS – Consumer Affairs and Fair Trading – [www.consumer.tas.gov.au](http://www.consumer.tas.gov.au)

SA – Government of SA – [www.sa.gov.au](http://www.sa.gov.au)

WA – Department of Commerce – [www.commerce.wa.gov.au](http://www.commerce.wa.gov.au)

QLD – Department of Fair Trading – [www.fairtrading.qld.gov.au](http://www.fairtrading.qld.gov.au)

Using the model rules as a template you can develop your own Constitution or simply use the Model Constitution by inserting the club names where appropriate.

Your constitution must contain clauses that support the aims and objectives of the State Association and Archery Australia and should include specific wording that can be found in Attachment 3.

## SECOND STEP

Set up a Bank Account and generally there will be a requirement of a minimum of two signatories for the signing of cheques. Ideally list three signatories with only two to sign usually the President, Secretary and Treasurer. This is important if one signatory is not available.

The Treasurer will maintain the “books” of the club and will in most occasions be one of the two signatories on all cheques.

The bank will also require a copy of the meeting minutes and constitution for their records.

## THIRD STEP

Formally apply in writing for registration with the RGB; at this point you will be required to provide a copy of your Constitution, and list of initial members.

Each RGB has slightly different processes for accepting new clubs, but generally the first step is to view the constitution to ensure it contains the appropriate wording. Then the RGB Committee will tentatively approve the club (pending formal approval at a General Meeting of the RGB).

At this point the RGB must advise Archery Australia of the new club by providing the appropriate forms and a copy of the club constitution; the club can then commence to operate.

At the next General Meeting of the RGB the club should be formally approved.

## FINAL STEPS

### Membership Database

When approval is received from the RGB contact the Archery Australia Database Administrator [databaseadmin@archery.org.au](mailto:databaseadmin@archery.org.au) who will assist the appointed Club Official in setting the club up in the Archery Australia Membership Database and provide login details.

The new Club will need to complete various forms providing Archery Australia with details about the club and completing Privacy and Confidentiality requirements.

## GENERAL INFORMATION

### Insurance

Archery Australia through the annual fee paid by each individual affiliate provides group insurance. This insurance is provided covering five areas Public Liability, Personal Accident, Association Liability, Professional Indemnity and Travel Insurance.

### Public Liability Policy

Archery Australia provides RGB's, Clubs and individual affiliates (members) with a twenty five million dollar Public Liability Policy.

The policy covers the Club/RGB and its members against injury or damage to other member/s and the members of the general public against injury and property damage.

Cover is provided to members of the public engaged in instruction or a visitor (Temporary Member) and all current financial registered affiliates (members) irrespective of age of Archery Australia while shooting on an approved and registered archery venue or taking part in an approved activity.

***It is a requirement of the Archery Australia Constitution and insurance policy that Clubs must register their total shooting members and ensure any person shooting on their venue are currently registered with Archery Australia or a Temporary Member. Failure to register all persons shooting or engaged in approved club activities at a club venue or failure to comply with Temporary Membership rules may null and void the policy.***

The Archery Australia Public Liability insurance also covers clubs conducting archery activities on venues away from the registered club venue.

Any activity away from the registered club venue must be conducted to Archery Australia Shooting and Safety rules and the club should undertake a Risk Analysis of the venue and activity. The club must advise Archery Australia of the activity and the venue arrangements so this information can be kept on file and added to the club venues list.

***The policy does not cover members if they are shooting in their backyard or on a venue not registered with Archery Australia or engaged in an activity not approved by the club or registered with Archery Australia.***

To ensure compliance and coverage by the Public Liability Policy clubs MUST ensure all persons shooting or undertaking instruction or coaching on their venue are currently financial registered affiliates (members) of Archery Australia or as a Temporary member and they comply with the Archery Australia Constitution, Rules, Policies and Procedures.

### Personal Accident Policy

Archery Australia provides Personal Accident coverage which provides benefits to members injured while undertaking archery at an approved RGB or club activity.

These benefits include

Capitol Benefits  
Weekly Injury Benefits  
Non Medicare Medical Expenses  
and many other benefits

### Association Liability Policy (Previously known as Director and Officers Liability Policy)

Archery Australia offers coverage to Director and elected Officers of Archery Australia, RGB's and Clubs against errors and omissions in their conduct of the organisation. All Officers of Archery Australia, the RGB or club must be registered affiliates or employees.

#### **Who is Insured?**

Directors and Officers of Archery Australia and all affiliated State Bodies and Incorporated Clubs are covered. Although in some circumstances non Incorporated Clubs may be covered.

#### **What is Covered?**

Costs associated with wrongful acts committed by responsible officers of The Insured, including:

- Directors & Officers
- Professional Indemnity
- Association Reimbursement
- Association Cover
- Employment Practices
- Trustee Cover
- Crime
- Taxation Investigation

### [Professional Indemnity Policy](#)

Archery Australia provides professional indemnity for Coaches, Judges and Officials who are registered affiliates of Archery Australia for errors and omissions and professional negligence.

Any person carrying out instruction or coaching and not a registered member of Archery Australia or not an accredited Instructor or Coach does so at their own risk.

If a club permits a person to carry out Instruction or Coaching activities and that person is not a registered affiliate or an accredited Instructor or Coach (except for a person under supervision of an accredited Instructor or Coach) the Members of the Committee of the club are liable for any claims or damages.

### **Travel Insurance Policy**

Archery Australia arranges annually a competitive Travel Insurance policy for Archery Australia officials and approved competitors representing the sport, locally and internationally.

Individual affiliates and family members can take advantage of this policy and can be included in the cover. To take advantage of the policy if you are intending to travel and the trip involves an archery activity complete the application form available from the Archery Australia website [www.archery.org.au](http://www.archery.org.au) or Archery Australia Office [info@archery.org.au](mailto:info@archery.org.au)

Once the RGB Committee tentatively approves the Club while awaiting formal approval of an RGB General Meeting the club can commence shooting on their venue, club members may participate in tournaments and obtain awards, although Archery Australia must be formally advised of the club details.

### **Rules, Policies and Procedures**

Club Officials should make themselves familiar with Archery Australia and RGB Policies and Procedures. These can be found on the Archery Australia website [www.archery.org.au](http://www.archery.org.au)

The club and its members are expected to comply with all Rules, Policies and Procedures of Archery Australia and the RGB.

## Venue and Facilities

To operate an archery club you must have a venue, this could be a Council Park, School Ground or Private Facility. You may be required to share the venue with other sports or have exclusive access either way the venue must be safe and comply with the Archery Australia Safety Policy which is available on the Archery Australia website [www.archery.org.au](http://www.archery.org.au)

Whenever the club shoots the venue must be set up and everyone abide with the Rules of Shooting and Safety Rules. Most importantly overshoot and safety distances must appropriate barriers and signs must be erected to exclude public access to the Field of Play.

Strict adherence to the Shooting and Safety Rules and the availability of our extensive insurance cover will be of great assistance in negotiating the use of any suitable venue. The Archery Australia Office and your RGB will also be happy to provide assistance with letters and direct representation.

Points to consider for an Outdoor venue:

- Direction of Shooting, in the southern hemisphere ideally you should be shooting toward the south. This would mean the sun would not be in any archer's eyes at anytime during the year.
- Adequate overshoot area (at least 50m past the longest distance) or a mound or embankment.
- Barriers, fencing or signage to keep out the public during shooting
- Toilet facilities
- Secure storage
- Catering facilities
- Access and parking in particular for people with a disability

Points to consider for an Indoor venue:

- Backstop or barrier to prevent damage to building due to arrows that may miss
- Back wall should not to have any doors or windows
- Barriers or signage to keep out the public during shooting



- Toilet facilities
- Secure storage
- Catering facilities
- Access and parking in particular for people with a disability

Points to consider for a Field Archery venue:

Field Archery is a popular discipline in Australia, field archery is basically the same as target archery, and very often one will find that a good target archer will also be a good field archer.

Archery Australia recognises all equipment disciplines for field archery, Recurve, Compound, Barebow Recurve, Barebow Compound, Longbow and Crossbow. The equipment rules that apply to target archery apply to field archery.

There are two main types of field archery, marked (marked distances) and unmarked (shooting at unmarked distances). In Archery Australia we also shoot two different types of field archery FITA Field (World Archery) and National Field (Archery Australia).

A FITA Field round consists of 24 targets with 3 arrows being shot at each target while the National Field consists of 28 targets and 4 arrows shot at each target.

Depending upon equipment discipline the distance shot can vary from 5 to 60m.

Field Archery is similar to Golf in that you walk from target to target around a set course. The challenge is shooting up and down hills and across slopes and different light conditions.

There are four different target face sizes in field archery; 20cm, 40cm, 60cm and 80cm. Irrespective of the round you are shooting target faces are always set up the same, 20cm in a block of 12 faces, three high and four across, 40cm are set in a block of 4 faces two across the top and two across the bottom. The 60cm and 80cm are set up as single faces.

- Suitable bush land setting from 4 to 6 hectares
- Barriers, fencing or signage to keep out the public during shooting
- Toilet facilities

- Secure storage
- Catering facilities
- Parking (Disabled people do not generally shoot Field Archery due to the nature of the setting)

## Club Website

Archery Australia offers each club a **FREE** website linked to the Archery Australia website. For more details contact the Archery Australia Database Administrator [databaseadmin@archery.org.au](mailto:databaseadmin@archery.org.au)

## Risk Assessments

Prior to any Archery activity taking place the club should undertake a Risk Assessment. Archery Australia provides a Risk Assessment Guide and this can be found on the Archery Australia website [www.archery.org.au](http://www.archery.org.au)

It is imperative that each club conducts a regular (at least annually) risk assessment. If an accident was to occur the Insurer may ask to look at a copy of the latest risk assessment for that club.

All shooting should be under the control of a Director of Shooting or appointed Club Official. Any archer shooting should monitor conditions and access the environment and any possible risk to ensure that safety rules are in place at all times.

Clubs should develop individual Safety Polices and Rules that reflect each venues unique requirement. As part of a new members induction into the club these safety rules must be highlighted and stressed.

## Member Protection and Working with Children

Archery Australia is committed to a safe and enjoyable environment for everyone and has developed with the support of the Australian Sports Commission an extensive Member Protection Policy as well as other policies and procedures such as Code of Conduct and Zero Tolerance Policy, all of these policies can be found on the Archery Australia website [www.archery.org.au](http://www.archery.org.au).

The safety and wellbeing of minors is of major importance in particular protecting them from physical, sexual or emotional harm and from neglect and bullying.

State Governments have regulations in place regarding Working with Children. Each club should appoint a Member protection Officer and all committee members, instructors and coaches or anyone who may come into contact with a minor (under 18 years of age) should have undertaken a Working with Children Check.

You RGB should be able to provide you the appropriate application forms.

### **Guiding Principles**

- Whilst dealing with children and young people, their welfare must always be of paramount consideration
- All children and young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual orientation, have the right to protection from abuse or neglect
- The rights, dignity and worth of every child and young person must always be respected
- All children and young people must be listened to and have their views considered according to their age, maturity and understanding
- All children and young people, have a right to participate in archery in an enjoyable and safe environment
- All incidents/suspicions of abuse, poor practice and allegations must be taken seriously and the complaint procedure processes must be followed

### **Adults who work with children and young people:**

- All adults who work with children and young people have a right to be treated with respect and dignity irrespective of their gender, disability, race, sexual orientation, marital status, age, religious or political belief and offending background
- All adults who work with children and young people have a right to know what Archery Australia expects of them in terms of their

responsibilities and conduct towards others

- All adults who work with children and young people have a right to be fair and just treatment whenever a concern is raised about them including their conduct towards

## Parents

- Parents have a right to expect that Archery Australia Clubs, to which they entrust their children and young people, provide appropriate care and protection for them
- It is the right of the parent to be able to check how well a club is run, for the sake of the child's or young person's safety and the parent's peace of mind
- Clubs have the right to expect parents will supervise their Child in particular if the child is less than 12 years of age. Archery Clubs should not be expected to be treated as Baby Sitters or Child Minders.

## Instructors and Coaches

Anyone providing instruction or coaching must be an accredited Archery Australia Instructor or Coach or under the supervision of an accredited Instructor or Coach.

Each State Association conducts Training and Accreditation for Instructors and Club Coaches in line with the Archery Australia Coaching Program.

For more information go to the Archery Australia website [www.archery.org.au](http://www.archery.org.au) About Archery/Coaching.

# **ATTACHMENT 1**

## Club Registration Form

This form is to be completed by the club and sent to the RGB at time of application for registration.

The RGB will then send the form to Archery Australia to ensure Club details are lodged and the club is included on the Certificate of Currency.

# CLUB REGISTRATION FORM



## Club Name

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## Postal Address

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Post Code

## Club Venue

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## Contact Details

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Is the club incorporated?                      YES                            NO     

Club Constitution attached?                      YES                            NO     

Club activities;

Target                            Field                            Indoor     

Clout                            Other                            \_\_\_\_\_

In seeking club registration with Archery Australia and the RGB we acknowledge acceptance of the rules, regulations, policies and procedures of Archery Australia and the RGB. We also acknowledge we will promptly register with Archery Australia and the RGB all persons seeking membership with the club\*.

Club President \_\_\_\_\_

\_\_\_\_\_ Date

**Club Committee Details**

**President**

Name \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

**Vice President**

Name \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

**Secretary**

Name \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

**Treasurer**

Name \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

**Member Protection Officer**

Name \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

We acknowledge that we will promptly advise Archery Australia and the RGB of any changes to Club Contact Details or Committee positions.

\* Failure to register all members with Archery Australia and the RGB is contrary to the Archery Australia constitution and will result in de-registration of the club and loss of all rights and privileges.

## **ATTACHMENT 2**

### **Club Membership Form**

This Club membership form should be used as template for the club, the club should develop their own conditions in additions to those detailed on the template. The club should retain a copy of the completed form with another copy sent to the RGB at time of application for registration.

This form should be used when accepting membership in person with payments being made by Cash, Cheque or Direct Credit.

When registering members online and paying by credit card, this form is not required as the members must agree to membership conditions as part of the online process.



YOUR CLUB LOGO  
HERE

Archery Australia  
inc



and **Insert Club Name**

**MEMBERSHIP FORM**

Tick the relevant Box below.

Membership Application  Membership Renewal

RGB: **InsertRGBname**

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).....

Residential Address:

.....Post Code.....

Mailing Address (if different from Residential Address)

.....Post Code .....

Telephone .....Mobile .....

Email .....

Date of Birth: ..... Gender : M / F

Membership Applied for:  Shooting  Non Shooting Member  Associate Member

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

**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](http://www.archery.org.au)

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

NAME (print) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

# ATTACHMENT 3

## POSITION DESCRIPTIONS

### **President**

The President is the principle leader of the club and has overall responsibility for the administration of the club.

The President sets the overall annual committee agenda (consistent with the views of the members), helps the management committee prioritise its goals and then keeps the management committee on track by working within the clubs Strategic Plan. At the operational level, the major function of the President is to facilitate management committee meetings.

### **Responsibilities and Duties**

The President is elected by the members at the Annual General meeting and is responsible for representing the views of the members.

The President should:

- Manage management committee and/or executive meetings
- Manage the Annual General Meeting
- Represent the club at local, RGB and National levels
- Act as a facilitator for club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

### **Knowledge and Skills**

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all club activities
- Is aware of the future directions and plans of members
- Has good working knowledge of the constitution, rules and duties of all office holders and subcommittees
- Is a supportive leader for all club members

## **Secretary**

The secretary is the chief administration officer of the club. This person provides the coordinating link between members, the management committee and outside agencies. The duties and responsibilities of the secretary vary greatly from club-to-club but experienced secretaries will tell you that their duties often expand beyond what is normally expected of the secretary.

### **Responsibilities and Duties**

The secretary is directly responsible to the President of the club as well as the members of the club.

The Secretary should:

- Be the mail source of communications for the club
- Prepare the agenda for club meetings with the chairperson
- Make arrangements including venue, date, times and hospitality for the club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club AGM
- Take the minutes of minutes
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain registers of members names and addresses (unless a Membership Officer has been appointed)
- Maintain files of legal documents such as constitution, leases and titles
- Act as the public officer for the club liaising with members of the public, affiliated bodies and government agencies
- With associations – process transfer applications; enter teams in competitions obtain association sanction for club events; communicate information between association and club members, such as event deadlines.
- Other tasks; handle bookings and entries; respond to general duties as directed by the club committee

### **Knowledge and Skills Required**

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters. Has a good working knowledge of the constitution

## **Treasurer**

The Treasurer is the chief financial management officer for the club.

### **Responsibilities and Duties**

The treasurer is directly responsible to the president of the club and the members of the club.

The treasurer may chair a finance committee at larger clubs.

The treasurer should

- Prepare a budget and monitor it carefully
- Keep the club's books up to date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange for audit (if applicable based on club turn over)
- Give Treasurer's report at regular meetings and when required
- Produce an Annual Financial Report
- Send out accounts
- Pay the bills

### **Knowledge and Skills Required**

Ideally the Treasurer is someone who is:

- Well organised
- Able to keep good records
- Able to allocate regular time periods to maintain the books
- Able to work in a logical orderly manner
- Be aware of information and records, which is required to be kept for the annual audit.

## **Member Protection Officer**

All archery clubs within Archery Australia are encouraged to appoint a Member Protection Officer.

Each Recognised Governing Body should appoint a Member Protection Officer.

Archery Australia Inc has appointed a National Member Protection Officer.

For the role of the Member Protection Officer refer to Archery Australia Member Protection Policy.

## **ATTACHMENT 4**

Key phrases or clauses that must be included in the Club Constitution.

### **Affiliations**

- (1) The club shall seek and only maintain registration with RGB Name and Archery Australia and shall comply with all rules, regulations, policies and procedures of RGB Name, Archery Australia and World Archery.
- (2) The Club shall register all of its members with RGB Name and Archery Australia using the Archery Australia National Membership Database. The Club recognises that failure to register all members or comply with rules, regulations, policies and procedures of RGB Name, Archery Australia and World Archery will lead to the deregistration of the Club and its members and the loss of all rights and privileges afforded by these associations.

### **Membership**

- (1) All members of the Club must be current financial members of RGB Name and Archery Australia.
- (2) The Secretary or Membership Officer will enter within 7 days new members or renewing members name and details in the register of members (Archery Australia Membership Database) using the Clubs individual login.
- (3) The Club will act as agent and collect and pass onto RGB Name and Archery Australia all collected registration fees within agreed timeframes.