

GET INTO ARCHERY | HANDY GUIDES



# A Guide to Setting up a New Club

UPDATED MAY 2018



[WWW.ARCHERYGB.ORG](http://WWW.ARCHERYGB.ORG)

# Introduction

Setting up a new archery club may feel like a daunting task. However, in areas where there is no club or the opportunity to create further archery experiences, then this guide will support you through the process.

Before starting a new club ask yourself the following questions:

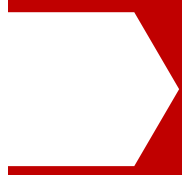
- Is there a club already nearby?
- Are there enough volunteers?
- Are there enough potential archers?
- Do I have a safe venue to shoot at?

If the answers to these questions provide the right answers then you can proceed in starting a club.

The required elements of forming a club are not limited to the information contained in this guide but these are the basics to set up a simple structure to administer a club.

There is plenty of guidance and advice available from Archery GB, County Associations, other clubs and archers.





# Roles

Who is involved in a club and who else can help you?

## Secretary

- Archery GB's main point of contact, the Secretary deals the administration and correspondence
- Duties also include the day-to-day running of the club, organising committee meetings, the Annual General Meeting and representing the club

## Treasurer

- Responsible for all income and expenditure for the club
- Duties include producing and managing the club's accounts and finances, all funds are used appropriately and banked promptly
- May seek external funding

## Chairperson

- Often seen as the figurehead of the club, the Chair has the responsibility for overseeing the running of the club
- Duties include providing direction and leadership, managing the club's meetings and ensuring that the other roles are supported

## Welfare Officer

- Sometimes referred to as Child Protection Officer (CPO), the Welfare Officer is the first point of contact for any poor practice or alleged abuse
- Ensures that the club implements the relevant policies and procedures and assists the club in ensuring DBS Enhanced Disclosures are up to date for all relevant volunteers

## Archery GB

- National Governing Body of Sport for archery in the UK
- Maintains records of all archers and clubs and issues membership to archers
- Offer administrative support to the Counties and Regions, organise the AGM, organise a country-wide tournament diary, coaching network and support our Judges

## County Association

- Each county has its own archery association, that organises county championships and selects a team to compete in matches against other counties
- Most organise Coaching events for qualified coaches, and archers, handle disciplinary issues when required, and offer support to clubs

## Region Association

- Each region has a governing committee, representative of all the County Associations in their area
- Scotland, Northern Ireland and Wales also act as the Governing Bodies for Archery in their nations
- Southern Counties, Northern Counties, East Midlands, West Midlands, Grand Western – make up England

On a club committee, the Chairperson, Secretary, and Treasurer are usually the main roles. However, clubs can have whatever roles they think necessary – Membership Secretary, Records Officer, Volunteer Coordinator, Tournament Organiser.

Example job descriptions to tailor and adapt are available from the Sport England Club Matters website – [www.sportenglandclubmatters.com](http://www.sportenglandclubmatters.com)

The image shows two archery targets on a grassy field. The target on the left is partially obscured by a large red circular overlay. The target on the right is fully visible and has a blue and red bullseye. In the background, there are green trees and a street lamp. The red overlay contains the title and a paragraph of text.

# Starting an Archery Club

No archery club can exist without a place to shoot. The options available will depend upon the kind of archery that you are contemplating. The majority of clubs start with target archery but some go directly into the field discipline.

# 1. First Steps for Setting up a Club

## Club Name

Pretty obvious but a club needs a name. We suggest something simple and straightforward please check with Archery GB before making it official. If your club is a junior club in a school, membership is only being offered to students at that particular school so please include the name of the school in the club name.

## Constitution

A club needs a constitution or set of rules. You are free to create a constitution that suits your own needs, providing always that the content of the constitution does not conflict with the Rules of Shooting, the Memorandum and Articles of Association. It should also support the aims and objectives of the County and Regional Societies to which the club will affiliate and be approved by them.

There is a model constitution available to download from the Archery GB website or approach your local County Association or other clubs who can also help. The constitution should be open and non-discriminatory. The constitution needs to be approved and adopted at the first meeting of the club committee.

## Income & Expenditure

As a new club it will be very important to have funds to buy equipment, pay for facilities and memberships to Archery GB, County and Region. Initially money will come from memberships subscriptions.

A club will need to set up a Bank/Building Society account in the name of the club and should have a minimum of two signatories for the arranging payments

## Clubs Types

The three archery club types are:

Open Club – This is the more common type. Membership is available to all, in different membership types and according to the club's constitution.

Junior Club in a School – All members will be juniors, and students at that particular school. Membership is therefore restricted to these students, and other juniors would not be

eligible to join. Other uniformed organisations can also contact membership services to discuss also running under this type of club.

University Club – Membership is restricted to students at that one College or University. Alumni and staff of the institution are not eligible to join Archery GB through a university club.

## Membership

Every shooting member must take out membership with Archery GB either as a Direct Member or through joining a club. The current fees for membership of Archery GB are available on the website and are due by 1 October of each year.

Before you register a club, you will need some people ready to become members and pay fees. To register a club with Archery GB, email Membership Services, giving the proposed name of the club and all the details of the person who will be the club secretary (full name and title), date of birth, telephone, email address and whether they will be a member or not.

To ensure that the terms and conditions of all policies are complied with and to confirm the clubs/members status with the County and Region Associations, a Disclosure Form is also required by each club, each membership year.

Once the club is registered, the next step is to register the ranges the club will use and add members online. Notification of the new members of the club should be sent to the relevant County and Region Associations together with payment of these fees.

## Transfers

If a club member wishes to transfer clubs after they have paid their annual fee, please contact Membership Services by email with the details of the transferring member.

Through membership of Archery GB, members are covered by the public liability insurance and all members and clubs must follow the Rules of Shooting.

## Insurance

The public liability and employer's liability insurance certificates will be made available to clubs on an annual basis.

## 2. Venues & Facilities

No archery club can exist without a place to shoot. The options available will depend upon the kind of archery that you are contemplating. The majority of clubs start with target archery but some go directly into the field discipline.

Wherever you shoot you must register each venue address in Archery GB's range registration process of shooting. The Rules of Shooting guide you as to the space required and in particular the safe distances that must be allowed for over-shooting, clear guidance as to the exclusion of the public from the field and the distances at which safety boundaries must be set.

Adherence to the Rules of Shooting, emphasis on safety and Archery GB insurance can be helpful when negotiating the use of a suitable venue.

Download our  
Handy Guides  
to Setting up a  
Range

### Things to consider

- The field should be flat(ish), well drained and mowed and with a surface firm enough to withstand "traffic" but soft enough not to damage arrows that miss the target.
- The direction of shooting should ideally be North or North East so archers are not affected by The Sun
- Secure fencing (to keep out the public while you are shooting)
- Boundary hedges (to reduce the effect of the wind)
- Access (especially remembering that archery is practiced by many people with disabilities) and parking
- Toilet facilities
- Secure storage
- Catering facilities (simple things as a brew up on club night and to be able to entertain visiting clubs)

It is possible to set up some limited field facilities in almost any area, but a full field course may require some 10 to 14 acres and great care is required in setting out the course to ensure that it is safe for the archers, for spectators and for the general public.

### Risk Assessment

The Archery Range Health and Safety Policy is available from the Archery GB website. A dynamic risk management must be carried out on an archery range.

The main responsibility lies with the appointed "Field Captain" - usually the most experienced archer present. Everyone using the range should monitor conditions and ensure the risk assessment is always relevant, and that safety rules are in place and complied with.

If safe conditions cannot be maintained for both archers and the general public, shooting should not start or continue if already underway.

The policy helps users identify the site-specific hazards (e.g. requirement for safety barriers) and time specific (e.g. weather) hazards, assess the risks and then take suitable control measures to control the risk in order to use the range in a safe manner.

It is highly recommended that risk assessments are carried out for all club events. If an incident were to occur the insurers will ask to look at a copy of the risk assessment for that club event.

When any shooting is in progress there must be a minimum of two people present each 18 years of age or older, one of whom may be a non-archer to act as a lookout. The archer is responsible to inform the lookout of all safety aspects applicable.

Where two adult archers are present and shooting together they will alternate on the shooting line so that the non-shooting archer can act as the lookout.

### Indoors

Shooting indoors requires similar general safety principles but in addition you must remember that an arrow that misses a target is likely to damage the building structure and so a closely woven catch net should be provided behind the targets.

Most clubs use leisure centres, school halls, community centres and other such building. Some clubs shoot outside all year round.

## 3. Coaches & Coaching

If your club has no qualified coach, you must ensure that an experienced archer leads club sessions. If you have no experienced people in your start-up group then ask your local County Association for assistance.

### Beginner's Courses

Everyone joining a club will normally undertake a "beginner's course" – providing all the information they need to successfully, and safely, shoot.

**Intro Archery** is a fun and easy way for beginners to have a complete introduction to the sport, in just six lessons.

Intro Archery is organised and promoted locally by clubs and other sports providers. Full details about how to set up a course can be found on the website – [www.archerygb.org/intro](http://www.archerygb.org/intro)

The scheme also comes with a promotional tool kit to help you advertise your course.

### Coaching in Clubs

Figures show that a third of all people who don't play sport say that a coach would encourage them to start.



Good coaches inspire people to get active and stay active – they accompany others on a journey of improvement, helping people to progress faster and further than they could on their own and, importantly, keep them coming back.

Many new people take up archery every year, and our challenge is to help them during this time so that they stay active. Coaching can be utilised to strengthen an archer's sense of connection with the sport.

### Boost Archery

Everyone wants to improve, and we've found that's particularly true of archers still relatively new to the sport and the club environment.



An initiative brought to you by 

We have produced a resource to help archers access tailored coaching in their clubs, called Boost Archery.

The aim is to help archers progress and stay active in archery. Boost Archery involves clubs delivering a series of coaching sessions for improvers, from new members to an archer who simply wants some more help to progress.

Visit the website for more information – [www.archerygb.org/boost](http://www.archerygb.org/boost)

### Level 1 Coaching Course

If you are a club archer or active volunteer who is enthusiastic about introducing new people to the sport and helping them to improve, then the Level 1 Award in Coaching Archery will give you all the skills, experience and resources that you need.

The Level 1 coaching course has been designed to train Learners to deliver progressive introductory sessions, such as a beginner's course, and to help archers improve. The course is practical in nature and also involves some classroom-based learning.

Details about courses are available on the Archery GB website.

## 4. Equipment/Kit

Equipment for a new archery club need not be expensive. You may be able to access local grants or funding from your local Council, County Sports Partnership or lottery funding. Local businesses are often a good source for sponsorship of local team kits.

### Arrows Archery

Arrows has been created for Primary Schools to introduce young children to archery in a fun and safe way. Specifically designed to be delivered by teachers and sports co-ordinators, it can be used by anyone with no formal archery experience or qualification.



This 'mini' version of archery provides you with child-friendly equipment and resources to get you started quickly and easily. The equipment and resources provided make it possible for you to deliver archery in almost any setting.

Once young people have experienced Arrows, they will hopefully be enthused to have a go at the traditional sport of archery. A competitive festival format is also included with Arrows.

For more information visit [www.archerygb.org/arrows](http://www.archerygb.org/arrows) To purchase a kit visit [www.clickersarchery.co.uk](http://www.clickersarchery.co.uk)

### Archery Equipment

Although regular archers buy their own equipment, the club will need beginner's equipment and provide communal equipment like targets and target faces.

Additional items can be purchased such as metal detectors (to find arrows in the grass) and maintenance equipment including fletching jigs, fletches and glue as the programme develops.

For most venues, the archery equipment will need to be set up and taken down for each session. The storage unit should be dry and vermin free. Straw bosses can get wet but will last longer if allowed to dry out. More practical and space saving options are available. Some synthetic bosses are made of a series of interlocking parts, which are reversible and then replaceable, when the need arises. These bosses can be stored neatly, take up less space and do not leave a mess.

For safety reasons, bows and arrows should be stored separately from the targets. Typically, arrows are stored in a locked container within a storage unit, especially if the storage unit or store cupboard is in use for other sports equipment.





## 5. Where to go for Advice

Archery GB has a series of templates, guidance and contact details for the various county and regional associations and other sporting bodies. The Archery GB Sport Team and Membership Services offer help and support to clubs and archers wanting to develop and improve.

### Archery GB

Tel: 01952 677 888

Email: [membershipservices@archerygb.org](mailto:membershipservices@archerygb.org)

### Archery GB Handy Guides

A Guide to Social Media

A Guide to Organising a Level 1 Coaching Course

A Guide to Organising a Level 2 Coaching Course

A Guide to Delivering Archery in Schools

A Guide to Developing Schools-Club Links

A Guide to Setting up an Archery Range

A Guide to Funding

A Guide to Setting up a new Archery Club

A Guide to Running an Archery Club

A Guide to How to Become a Judge

A Guide to Scoring and Tournaments

A Guide to Including Disabled Archers

University Archery Handy Guide

Club Guide to Increasing Participation

Download these handy guides from the website -

[www.archerygb.org/clubs-facilities-development/development/handy-guides-sport](http://www.archerygb.org/clubs-facilities-development/development/handy-guides-sport)

### County Association

The Secretary of your local County Association will be able to explain many things. They will be able to introduce you to other local clubs, sometimes lend equipment and generally provide support via an existing, competent network of help

### Local Authorities

Your local authority may have a Sports Development Officer who may be able to assist in getting the club started and in particular in provide information on sports centres, schools and other venues at which you may be able to shoot.

### County Sports Partnerships

Other people to make contact with are your nearest schools and the County Sports Partnership – all of whom can supply different information.

Visit <https://www.cspnetwork.org/your-csp> to locate your CSP contact

In Scotland, Wales and Northern Ireland, this may be a Sports Council or local authority sports development officer/unit.

### Useful links

- Sport England Club Matters - [www.sportenglandclubmatters.com](http://www.sportenglandclubmatters.com)
- Sport Scotland Help for Clubs – <https://sportscotland.org.uk/clubs/help-for-clubs/>
- Sport Wales Club Solutions - [www.clubolutions.wales](http://www.clubolutions.wales)
- The National Council for Voluntary Organisations - [www.ncvo.org.uk](http://www.ncvo.org.uk)
- Sport and Recreation Alliance - [www.sportandrecreation.org.uk](http://www.sportandrecreation.org.uk)
- Volunteering England - [www.volunteering.org.uk](http://www.volunteering.org.uk)
- Activity Alliance (formerly English Federation for Disability Sport - EFDS) - [www.activityalliance.org.uk](http://www.activityalliance.org.uk)
- Child Protection in Sport Unit (CPSU) - [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

## 6. Additional Information

### ontarget

ontarget is Archery GB's club development programme. Archery GB recognises the commitment and vital role that clubs play in growing the sport. A strong and healthy network of clubs is essential if archery is to grow and flourish.

This ongoing programme allows Archery GB to offer structure and vision for club development and where ontarget will become a vital tool for archers to enhance clubs at a grassroots level.



The Archery GB **Club Development Programme**

Once clubs have joined ontarget they are encouraged to work towards achieving one or more of the club classifications. These have been designed to provide advice and guidance for clubs looking to improve and develop, while also recognising the good practice already taking place.

For more information visit – [www.archerygb.org/ontarget](http://www.archerygb.org/ontarget)

### Non-Shooting Volunteers

Officials and other volunteers within clubs do not need to be members of Archery GB if they are non-shooting members. Any volunteer role can be done by non-shooting members. All volunteers are covered by Archery GB's insurance policy for club activities.

If volunteers want to shoot or coach then they must become members of Archery GB.

### Beginner's Guidebook

We have produced The Archery for Beginners Guidebook, which we encourage all beginners to buy. It has been designed to guide beginners through their first steps in target archery. It's fully illustrated, easy to follow and packed with basic information on technique, equipment, range safety, scoring and competition.

It is also packed with useful hints and tips, guidance on etiquette and what to expect as you progress through the sport. The Archery for Beginners Guidebook also makes the perfect gift for people coming back to archery after taking a break. The Archery for Beginners Guidebook is on sale from Amazon and selected archery retailers.

### Archery Big Weekend

Over the last seven years, the Big Weekend has successfully introduced thousands of people to the great sport of archery. Clubs and organisations are invited to throw open their doors and welcome members of the public to try archery at fun and friendly events.

See more at: [www.archerygb.org/bigweekend](http://www.archerygb.org/bigweekend)



# Appendix

Here is a reminder of what needs to be done and to be aware of and useful ways to make sure the course runs smoothly.

## Checklist for Setting up an Archery GB Club

- Get members/potential members together to form the club
- Check with Archery GB the potential Club Name
- Write club constitution
- Organise AGM and vote in officials
- Get bank account
- Contact Archery GB by email confirming name and details of club secretary and club name
- Complete the online disclosure
- Add members into your club – you can do this yourself through the online system
- Register with the Archery County and Region for your area
- Register all the ranges the club wishes to use
- Purchase suitable kit and equipment, or seek appropriate funding for equipment
- Advertise for new members
- Read the 'Handy Guide to Running your Club' for more advice and guidance



## Archery GB

Lilleshall National Sports & Conferencing Centre  
Newport  
Shropshire  
TF10 9AT

### General Enquiries:

Tel: 01952 677 888

Email: [enquiries@archerygb.org](mailto:enquiries@archerygb.org)

[www.archerygb.org](http://www.archerygb.org)



Archery GB



@archerygb

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