



LEICESTERSHIRE & RUTLAND COUNTY ARCHERY ASSOCIATION CONSTITUTION

1 GENERAL

- 1.1 The name of the Association shall be "LEICESTERSHIRE and RUTLAND COUNTY ARCHERY ASSOCIATION" (hereinafter referred to as L&RCAA).
- 1.2 The object of L&RCAA shall be to develop and promote all forms of archery that are approved by Archery GB* within the Counties of Leicestershire and Rutland.
The Association's boundaries are the geographical county boundaries of Leicestershire and Rutland, irrespective of any Central Government decision to alter the existing geographical boundaries.
- 1.3 Providing they affiliate to Archery GB and East Midlands Archery Society, all members of clubs within the County boundaries of Leicestershire and Rutland shall be eligible for membership of L&RCAA subject to the approval of the committee.
- 1.4 Archery GB (AGB) Direct Members are also eligible to affiliate to L&RCAA, they must pay AGB, County and Region affiliation fees, as per AGB rules of membership.
- 1.5 All members shall accept the jurisdiction of L&RCAA and shall conform to the Rules, Conditions and Regulations as may be determined by L&RCAA from time to time.
- 1.6 L&RCAA shall endeavour to hold each year Indoor and Outdoor Target Championship Tournaments for Senior and Junior archers.
- 1.7 L&RCAA may hold each year Championship Tournaments in other forms of archery for Senior and Junior archers.
- 1.8 Only L&RCAA affiliated members may compete for the championship awards.
- 1.9 At county, regional and national championships, archers must shoot for the club through which they are affiliated to AGB. At all other events archers may shoot for another club, provided they have permission from their affiliated club. Tournament Organisers may ask archers to provide proof that they have obtained permission from their affiliated club.
- 1.10 AGB Direct Members may compete for the championship awards however cannot shoot for a club as part of a club team in the championships.
- 1.11 Leicestershire and Rutland County Archery Association (L&RCAA) will comply with the Archery GB Safeguarding Policy.
- 1.12 Disciplinary issues are dealt with in line with current AGB policies and procedures.

*Archery GB is the trading name of the Grand National Archery Society a company limited by guarantee no. 1342150, Registered in England.

2 MANAGEMENT

- 2.1 The Management of L&RCAA's affairs shall be entrusted to a General Committee consisting of the following Executive officers, see Appendix 1 for job roles and responsibilities;
 1. Chair
 2. Honorary Secretary
 3. Honorary Treasurer

Together with an L&RCAA Coaching and Development Team, Junior and JeDiS Team and the following non-Executive members:

4. Affiliation/Membership Secretary
5. L&RCAA Records Officer
6. Public Relations Officer
7. Webmaster
8. Junior Representative
9. Team Captain
10. Tournament Liaison Officer
11. Delegate to East Midlands Archery Society
12. Safeguarding Officer
13. Two representatives from each affiliated club.

- 2.2 Except for the Delegate to East Midlands Archery Society and the representatives from each club, all the above shall be elected, or seek re-election at an Annual or Extraordinary General Meeting and serve until the following Annual General Meeting or are removed from office at an Extraordinary General Meeting. Each club shall nominate their representatives at the Annual General Meeting but have the right to substitute another club member at any time.
- 2.3 All members of the General Committee must be members of L&RCAA and may seek re-election at each Annual General Meeting.
- 2.4 Nominations for the General Committee must be in the hands of the Secretary at least fourteen days before the Annual General Meeting. Only in the event of there being no nominations for a particular post will nominations be accepted from the meeting for that post.
- 2.5 In the event of any posts not being filled, or members retiring before the Annual General Meeting, the General Committee have the power to fill the post, these appointments shall have no voting rights at Committee Meetings until ratified at an Annual or Extraordinary General Meeting.
- 2.6 The General Committee have the power to appoint sub committees and co-op extra members as necessary, these appointments shall have no voting rights at Committee Meetings.
- 2.7 The Executive may make decisions on behalf of the General Committee providing these decisions are reported and ratified at the next committee meeting.

3 GENERAL MEETINGS (Either Annual or Extraordinary)

- 3.1 The Annual General Meeting shall be held each year during either the month of November or December.
- 3.2 Notice of an Annual or Extraordinary General Meeting's shall be circulated to member clubs at least twenty-one days prior to the meeting by the secretary.
- 3.3 Propositions for the Meeting, and/or Amendments to this Constitution shall be received from clubs and reach the Secretary in writing not later than fourteen days prior to the meeting.
- 3.4 The Agenda and any propositions, amendments or nominations for positions shall be circulated to member clubs at least seven days prior to the meeting by the secretary.
- 3.5 At General Meetings, one Executive Officer and representatives from five clubs shall form a quorum.
- 3.6 In the event of an Annual General Meeting not being quorate a second Annual General Meeting shall be called within twenty-one days, at which para 3.5 shall be inoperative and those attending shall be regarded as quorate providing one executive officer and five other members are present.
- 3.7 At General Meetings each member present shall have one vote; the Chair shall only have a casting vote. Voting by proxy is not permitted.
- 3.8 Voting shall be either by a show of hands or by secret ballot at the discretion of the Chair.
- 3.9 The General Committee may, or at the written request of at least two clubs must, hold an Extraordinary General Meeting within twenty-eight days of the Secretary receiving the request. Only items on the agenda will be discussed at the meeting.

4 COMMITTEE MEETINGS

- 4.1 At Committee Meetings five shall form a quorum, one of who shall be an Executive Officer.
- 4.2 At Committee Meetings each member of the General Committee elected at the Annual or Extraordinary General Meeting and are present shall have one vote, (even if elected to more than one position), the Chair shall only have a casting vote. Voting by proxy is not permitted.
- 4.3 Voting shall be either by a show of hands or by secret ballot at the discretion of the Chair.
- 4.4 In the absence of the Chair one of the members present shall be nominated to deputise, and assume the Chair's responsibilities for the duration of the meeting.
- 4.5 Decisions passed at Committee Meetings shall become effective immediately, unless the proposition states to the contrary.

5 FINANCE

- 5.1 The financial year shall be from 1st October to 30th September.
- 5.2 Auditor(s) will be appointed and approved by the General Committee.
- 5.3 An audited statement of accounts shall be drawn up at the end of the financial year and presented for approval at the Annual General Meeting.

- 5.4 The Bank/Building Society account shall be maintained in the name of Leicestershire and Rutland County Archery Association.
The account shall require the signature of two Executive officers, before monies are withdrawn.
- 5.5 The Affiliation Fees will be determined only at an Annual or Extraordinary General Meeting, and become effective from the start of the financial year following the meeting.
University clubs will pay five times senior rate per club to cover archers affiliated to that club only.
School / Scout clubs will pay twice senior rate per club to cover junior archers affiliated to that club only.
Senior archers under 25 years old on Oct 1st, Junior and disabled archers will pay 25% of the senior rate.
- 5.6 In the event of the L&RCAA ceasing to exist as an association, all assets/monies, after settlement of liabilities, will be placed with Archery GB to hold in trust until a new L&RCAA is formed.
- 6 MISCELLANEOUS**
- 6.1 Proposed amendments or alterations to this Constitution shall only be made at an Annual or Extraordinary General Meeting.
- 6.2 The method of selecting the team(s) to represent L&RCAA in Inter-County matches shall be as set down in the agreed Selection Procedure, and can only be amended at an Annual or Extraordinary General Meeting.
- 6.3 Proposed amendments to the Selection Procedure shall be received from clubs and reach the Secretary in writing not later than fourteen days prior to the meeting.
- 6.4 The Chair shall have the power, to arbitrate over disputes or any point not provided for by this Constitution.

This Constitution supersedes and cancels all previous constitutions with effect from the AGM of November 2021.

COUNTY TEAM SELECTION

Alterations to the method of selection can only be made at an A.G.M. or E.G.M.

OBJECTIVES

1. When requested by the County Committee to select all teams to represent the Leicestershire & Rutland County Archery Association.
2. Whenever possible and by arrangement with opposing team(s) arrange for reserves (as nominated by the selection committee) to shoot at Inter-County matches for experience.

SELECTION COMMITTEE

The senior team selection committee to consist of:

County Chair - who shall be Chair of the selection committee

Team Captain/Manager

Another LRCAA committee member

For Juniors - with the assistance of a member of the Junior and JeDiS Team.

The Team Captain/Manager to be a voting elected member of the Selection Committee elected at the County A.G.M./E.G.M. His/her role to cover the following: -

- a) To aid in the selection of the County team
- b) To act as the County's/Team's spokesman on the day of the shoot and to carry out any liaison that is necessary with the tournament organising body. In addition, at the end of the tournament to make any courtesy acknowledgements as may be necessary.
- c) To make a full report of all County matches to the full County Committee at the earliest opportunity.
- d) To act as the liaison between the County Committee and the County team and reserves.
- e) At the A.G.M. give a detailed report of the County team's performances including any outstanding individual achievements by a County archer(s).
- f) To carry out the Team Manager's duties on the field on the day of Inter-County Tournaments.

COMMITTEE GUIDELINES**1. Exempt Archers**

Those archers that, by consistent exceptional performance the previous season, have earned the right to be exempt from selection trials for the first match of the season. These archers to be: -

- a) Grand Master Bowmen of the previous season.

2. Selection Shoots

An 'L&RCAA selection shoot' will only be nominated as such by the county committee if the shoot caters for all ages of archers / shooting distances.

After the selection shoots nominated by the County Committee, the following system of team selection for the first County match of the season will be used.

- a. The number of selection shoots will be determined by the committee, normally three.
- b. Should an archer shoot all three shoots the lowest placing of each archer will be discounted. Should the number of shoots be two or less all placings will be included.
- c. After deletion of all non-L&RCAA archers from the results sheets one point will be awarded for first place, two points for second, etc.
- d. After taking into consideration the exempt archers the County team to be made up of those County archers with the LOWEST points total in strict order.
- e. Where a draw exists in the points system the Selection Committee must use their judgment to decide the placing.

3. Selection of 2nd and Subsequent Matches

The selection of the second and subsequent teams of the season will be the responsibility of the Selection Committee. The Selection Committee to bear the following points in mind: -

- a) The committee objectives.
- b) A Selection Committee member must make every effort to familiarise himself/herself with the form of all likely team members, preferably by attendance at the shoots within the county. In addition, by information supplied by other reliable sources, i.e. Club Records Officers, external tournament reports etc.
- c) Results from OPEN tournaments should always carry more weight than those shot at club target day level. Particularly if the open shoot involves other county "trialists".
- d) If an archer submits a score from a tournament where no other county trialist took part, a measure of accomplishment can sometimes be achieved by comparison with an archer(s) from outside the county of known ability.
- e) When making selection based on "current form" it should be remembered that this includes all tournaments from (and including) the last County match, not just the tournament immediately prior to the selection date. This should identify a trait in the archer's performance for you to base your selection.
- f) Whenever possible the team shall be selected two weeks prior to an Inter-County Tournament.

4. Inter Counties Team Tournament

The committee reserves the right to restrict selection for the inter counties to archers who have shot in a county v county match the previous year. The committee reserves the right to not send a team. If the county send a team, one team of three for each discipline will be selected.

Archers wishing to be considered for the event should contact the County Captain in January to register their interest. The selection committee will nominate a selection shoot that all archers in each discipline with more than three archers wishing to compete shall shoot to decide the team. It is the archer's responsibility to ensure they enter the nominated shoot. Should there be enough archers to make a second team they may self fund if they wish and shoot as LRCAA. Team tops and year bars would be awarded in such a case.

5. Clout team

Archers wishing to be considered for the EMAS inter counties and any other event that arises, should submit scores shot in the 6 months prior to that event.

TRIALIST GUIDELINES

To facilitate the selection of the best possible teams for Inter-County matches it is important that you as a prospective County team member give the County Selection Committee the most important "tools" of their trade, INFORMATION. With this in mind the following points are brought to your attention.

- i) It is only through you and your Club Records Officer that the Senior or Junior Committee is made aware of your performances outside the County trial shoots. Senior scores to be submitted to the County Captain, Junior scores to be submitted to the Junior Representative.
- ii) Unless you are an "exempt" archer, that is to say you are not required to compete for your place in the first shoot of the season. You will be required to shoot in selection shoots, as nominated by the County Committee, to gain selection for the first shoot of the year. If you shoot at a Regional or above tournament on the same day, then your score sheet should be submitted for consideration.
- iii) Rounds shot in open tournament will always be considered better than club target day scores for selection purposes. However, if the Selection Committee cannot split the performances of two archers, they may have to refer to target day scores from your Club Records Officer or countersigned score sheet.
- iv) If you are selected for the County team you will be expected to conform to the current County team colours plus black trousers/shorts/skirt. **You will not be allowed to shoot for L&RCAA if you are not.** Please only wear the polo top provided when representing L&RCAA.

APPENDIX 1

Please Note:

This Appendix is not part of the Constitution, nor is it intended as definitive job descriptions, it is a guide to the responsibilities each post entails for future nominees. The responsibilities can be changed by the county committee at a general meeting.

As L&RCAA does not have limited liability, the Executive Officers are responsible for the finances and liable for any debts incurred.

All Officers are expected to report at each meeting on any activities that have taken place in their field, they should not take decisions, which are likely to involve the County in any expenditure without prior reference to the Executive Officers.

ROLES AND RESPONSIBILITIES**HONORARY CHAIR (Executive Officer)**

To ensure all County affairs are run as defined within the Constitution.
To represent the County at All County organised shoots meetings. Social events etc.
To chair County Meetings.
To chair the Team Selection Committee.

HONORARY SECRETARY (Executive Officer)

To deal with the day-to-day running of the County affairs.
To organise meetings such as AGM's, Committee Meetings etc.
To ensure a complete record of all County Meetings (Minutes) is kept.
To answer all correspondence.
Ensure that the county executive officers and county committee are updated on any relevant issues.
Be a signatory for the county bank account transactions.
Share information from AGB/EMAS with clubs to keep them informed.
To be reserve member of the Team Selection Committee.

HONORARY TREASURER (Executive Officer)

To record all Income and Expenditure for the County.
Liaise with other officers/committee to make purchases as necessary for L&RCAA.
Prepare and have audited for each AGM a statement of accounts.
To report at each Committee meeting the current financial status of the County.

COUNTY COACHING AND DEVELOPMENT TEAM

Hold regular meetings of the team and nominate one person who available to report to the county committee.
Organise coaching courses to train Coaches.
Keep a list of archers interested in doing coaching courses, organising when and where the course will take place and that clear accounts are kept.
Request approval for any expenditure from county funds for any development/coaching events.
Organise personal improvement for County senior archers. Organise venues, archers and coaches to attend.
Ensure coach renewal documentation is sent to the Regional Coaching Officer.
Keep a register of all qualified coaches, inform them of coaching conferences and events for their Continued Personal Development.
Create the L&R development plan.
To represent L&R at EMAS Coaching Committee Meetings.
To liaise between the County and Sports Development Agencies.
Ensure that any expenditure of County funds is approved by the County Committee prior to any spend.

AFFILIATIONS/MEMBERSHIP SECRETARY (Non-executive Officer)

To receive and record AGB membership returns and renewals; liaise with the treasurer to ensure correct and timely payment of fees.

Ensure members pay their affiliations to county and region, by checking the AGB online membership portal.

COUNTY RECORDS OFFICER (Non-Executive Officer)

To record and verify all new and existing County records.

To periodically publish a list of current records.

Order County year bars and hangers.

To receive and verify applications for County Classification Badges and distribute them to those who qualify.

PUBLIC RELATION OFFICER (Non-Executive Officer)

To ensure events staged within the County are promoted and published in the local media such as newspapers, radio, television etc.

To raise sponsorship for County events.

WEBMASTER (Non-Executive Officer)

To regularly maintain and update the County website with items of interest to County archers.

JUNIOR and JEDIS Team

Hold regular meetings of the team and nominate one person to report to the county committee.

Represent the interests of L&R junior archers at County meetings, request approval for any expenditure from county funds from the county committee.

Maintain a list of contacts for junior's parents and JeDiS parents.

Organise Junior shoots, both indoors and outdoors and be in attendance to run the shoot.

Coordinate with clubs/venues to book dates for junior shoots.

To select the junior team for county competitions.

To enter the Junior Team in the Sydney Bond regional competition.

To attend county competitions as Junior Rep and be the main point of contact for parents & tournament organisers.

To ensure any helpers in contact with juniors are DBS checked.

To liaise with other EMAS County Junior Reps and the LRCAA Team Captain.

To select juniors for the EMAS Junior Training Squad (if still in operation).

Keep up to date with any AGB changes/guidance in relation to juniors and ensure parents are aware.

To advise the County Records Officer of the number of County Year Bars & Hangers required for junior archers by the 31st August each year.

The JeDiS lead coach sets the training programme for the JeDiS.

Set the training dates for JeDiS sessions, and ensure that JeDiS parents and coaches are aware of the dates.

Book venues for JeDiS sessions.

Ensure that the JeDiS parents pay their child's JeDiS fees each year. Payment by BACS into the county bank account.

TEAM CAPTAIN (Non-Executive Officer)

As defined in team selection procedure.

TOURNAMENT LIAISON OFFICER (Non-Executive Officer)

To be responsible for ensuring that County Tournaments are run to the standard expected

To keep a record of all trophy holders.

To ensure record status has been applied for when appropriate.

Hold and update the list of dates for tournaments being held throughout the County (County Calendar)

Maintain tournament folders for use by organisers of County tournaments

EMAS DELEGATE (Non-Executive Officer)

To represent and express the views of the County at EMAS General Committee Meetings.

To give a report at the appropriate County Committee Meeting of the previous EMAS General Meeting.

SAFEGUARDING OFFICER (Non-Executive Officer)

To keep on file details of all Club Safeguarding Officer and their deputies.

To give advice to Club Safeguarding Officer.

To act on behalf of a club should a complaint be made against that Club's Safeguarding Officer.

CLUB REPRESENTATIVES (Non-Executive Officer)

To represent and express the views of their club at County Meetings.

To report back to their Club on events being organised by the County and decisions taken at Meetings.