



*English Field Archery
Association*



EFAA NEW CLUB GUIDE BOOK

Contents

| | |
|--|----|
| | 1 |
| Preface | 3 |
| Setting Up A Club | 4 |
| Officers Responsibilities | 4 |
| Insurance | 4 |
| Safety Policy | 5 |
| English Field Archery Association Child & Vulnerable Person Protection Policy..... | 5 |
| Assurance Statement | 5 |
| Policy Statement | 5 |
| Responsibilities..... | 5 |
| Policy | 6 |
| Photography..... | 6 |
| DBS checks..... | 6 |
| Instructors/Coaches | 6 |
| Shooting Etiquette | 6 |
| Targets | 7 |
| Course Laying..... | 10 |
| Emergency preparedness and response..... | 10 |
| Things to consider in your plan | 10 |
| Best Practices | 10 |
| Near Hits (near miss)..... | 11 |
| Incidents..... | 11 |
| First Aid..... | 12 |
| Personal Responsibility | 12 |
| Example Constitution And Rules..... | 13 |

Preface

Welcome to the EFAA New Club Book. This has been designed to help guide you through the process of setting up a club, provide you with examples of documentation and to give you some guidance on how to lay a course and conduct your activities.



Setting Up A Club

There are many types of clubs shooting under the auspice of the EFAA. These range from a group of archers to clubs operating on a formalised structure with a Chairperson, Secretary and Treasurer etc..

Whatever the make-up of your club, there are certain things that you **MUST** do:

1. Read the EFAA Constitution and Rules in the Book of Rules that is supplied with the handbook. Compliance with the appropriate Rules for Safe Shooting is Mandatory. These are subject to change and may be revised at the AGM.
2. You must choose a name for your club with the agreement of the EFAA general committee via the Membership Secretary. This should not be the same or similar to any already in use, nor should it cause offence.
3. You must adopt a constitution for your club. (Sample constitution included with this guide) A copy of your constitution should be sent to the Membership Secretary with your registration.
4. Supply the names and contact details of three EFAA members of your club (the three signing the constitution). Provision will need to be made to notify the Membership Secretary of any updates and changes. These are needed in order for the EFAA to communicate with you as required.

Once you have prepared the above, send a letter or email to the Membership Secretary and include

1. The name of your club
2. A copy of your constitution (Example page 10)
3. Contact details for 3 members of your club.

Officers Responsibilities

As a club official you have the responsibilities, such as:

1. Ensuring your club abides by all the rules of the EFAA
2. Any shoots your club has organised are run in accordance with the EFAA rules
3. You have a duty of care to Archers and the Public whilst attending shoot grounds
4. The EFAA Child Protection policy is adhered to

Failure to ensure your club carries out its business within the rules may cause you to be personally liable for any claim made following an incident.

Insurance

Insurance cover is provided as part of the EFAA membership fee including Public Liability Insurance cover for each member. The insurance covers you as an individual, there is no Club insurance provided. Additional insurance cover is not necessary unless you choose to take out additional cover for your own club's specific needs.

Safety Policy

It is the policy of the EFAA that any club affiliated to the Association shall carry out risk assessments as a matter of course relevant to the club's circumstances. This shall be displayed on the club grounds in a prominent place with unrestricted access.

It is also the policy of the EFAA that each club must submit proof of current risk assessment to the Range Charter Officer to qualify as a chartered range suitable for EFAA activities. Each club shall retain an accident book that will be available for inspection or review at any time. The Range Charter Officer should be responsible for an annual review of the accident books or as requested. It is recommended that the First Aid Kit be readily accessible, and that its whereabouts be made known by prominent signs.

No archer may draw or point an arrow in a dangerous manner.

It must be recognised that the success of the safety policy demands the full co-operation of all members of the EFAA to follow accepted rules and codes of practice.

English Field Archery Association Child & Vulnerable Person Protection Policy

Assurance Statement

This Policy seeks to assure the English Field Archery Association (EFAA) Committee and its members insofar as is reasonably practicable, that children and vulnerable adults who undertake activities within the EFAA are protected from abuse in whatever form.

Policy Statement

The EFAA has a duty of care to any child or vulnerable adult who undertakes activities within the organisation. As such, no child or vulnerable adult may be involved with any EFAA activity, unless, accompanied by a parent, guardian, responsible family member or appointed adult (for example a paid carer) at all times. This includes, practice, training sessions, classifications, National Events or social events at clubs.

Responsibilities

It is the responsibility of the EFAA Committee to adopt this Policy and to ensure that the guidelines are adopted by each EFAA affiliated club.

This Policy will be reviewed by the EFAA Committee every two years unless guidance or legislation changes requiring an earlier review. The guidelines will be disseminated to EFAA affiliated clubs via the Club Secretaries and reinforced by the clubs' risk assessments.

The EFAA Committee will name a member of the of the Committee, or other suitable senior member of the EFAA who may be required to report to the Committee, to carry out the role of 'Child Protection Officer'.

It is the responsibility of the Child Protection Officer to update this Policy and guidelines in line with best practice and to support each EFAA affiliate club with its actions under this Policy. The Officer is also responsible for updating all members via the Field Archer magazine.

It is the responsibility of the Coaching Officer to discuss this Policy at all appropriate events.

Policy

It is the responsibility of each affiliated club committee to ensure that no unsupervised children or vulnerable adults are permitted to take part in any field archery activity at their club and it must be explained to the parents/guardian/appropriate adult why their charge cannot be left unsupervised.

Photography

No photographs or films may be taken without the consent of the child, vulnerable adult and their parent/guardian.

DBS checks

DBS checks may be required by either the EFAA Coaching Committee/Officer or by the EFAA insurance. Processes will be implemented as the requirements are identified.

The EFAA appreciates that DBS results are only valid up to the date that they were issued and in some cases in the area in which they are issued. A DBS check is not a guarantee of the character of the individual reported on it.

Instructors/Coaches

It is the responsibility of each EFAA affiliated club to ensure that no instructor/coach is left alone with a child or vulnerable adult. Where an instructor/coach is in loco parentis then another instructor/coach/adult should be present to avoid allegations of abuse, inappropriate behaviour; in essence, to protect the instructor/coach and vulnerable person.

Note Child Protection Policy reviewed every two years.

Shooting Etiquette

All shooting activities during competition should be conducted with good manners and consideration to other archers following EFAA Course Etiquette and in accordance with the IFAA Code of Conduct.

EFAA Course Etiquette will be defined and maintained by the Committee, published periodically in the Field Archer and be distributed as part of the coaching process and manual.

Groups out on the course should not make contact with groups in front or behind unless at a tea, comfort or smoke stop.

If the next target is not clear, the group should stay at the target they are scoring until the next becomes available.

Archers are expected not to move from the peg they are shooting until the archer they are shooting with has shot. This also applies to Walk-ups and Fans.

Consideration should be shown for the other archers in the group just prior to and at full draw.

The same consideration as above should be shown to other groups when in close contact. Within the shooting group, archers not scoring should help pull arrows.

These points are not intended to take the fun or humour out of shooting but to help with concentration at major shoots and may be added to if needed at a later date.

Targets

There are many kinds of targets in use within the EFAA. Some are purchased from suppliers, clubs and individuals may make others.

It is a good idea to visit other clubs to see how they protect their targets and what targets they use.

All targets must meet one criterion. Targets must be capable of stopping any arrow that will be shot at it, during its intended use. Targets should be tested using appropriate combinations of equipment. If they fail to stop an arrow (pass through), they should be not be used until they have been redesigned or replaced. It is important to note that whilst a dry target or a new target may stop an arrow, when wet or had frequent use stopping performance deteriorates.

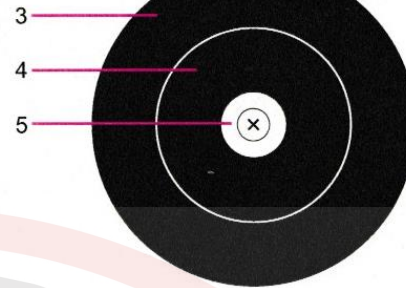
Hunter - Red Pegs

28 or 2 x 14 roundal faces of four different sizes at various distances. Four arrows are shot equally from Red pegs (4x1, 2x2, 1x4). Multiple peg shots may be walk ups or fans. All arrows can score in the three zones as illustrated.

Arrows shot: 112

Maximum score: 560

**Hunter Round:
3 zones**



'X' ring used for tie-breaks

Field - White Pegs

28 or 2 x 14 roundal faces of four different sizes at various distances. Four arrows are shot equally from White pegs (4x1, 2x2, 1x4). Multiple peg shots may be walk ups or fans. All arrows can score in the three zones as illustrated.

Arrows shot: 112

Maximum score: 560

**Field Round:
3 zones**

**Field Expert:
5 zones**



Expert 6 point 'X' ring used for tie-breaks only

Field Expert - White Pegs

As above except that the scoring uses five zones as shown.

Typical New Marked Forester target

New Marked Forester - Green Pegs

28 or 2 x 14 animal faces of four different sizes at various distances. One arrow is shot from each green peg presented at the individual target (1, 2, 3, or 4). Multiple peg shots can be walk ups or fans. All arrows can score in the three zones as illustrated. Hits on the animal but outside of the 5 point zone do not count.

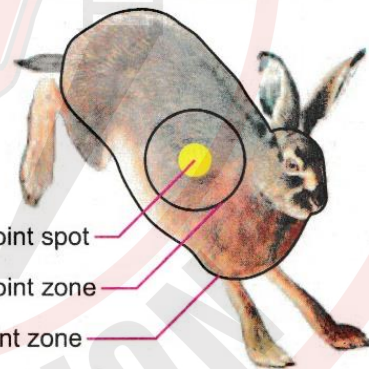
Arrows shot: 70

Maximum score: 1050

15 point spot

10 point zone

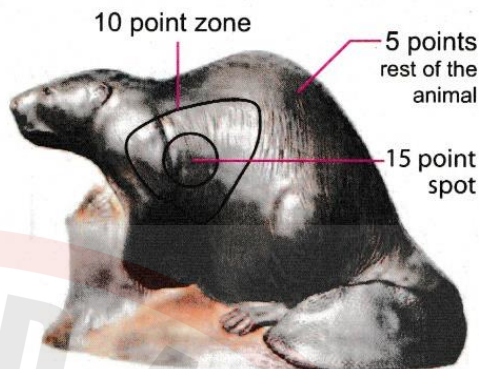
5 point zone



3D New Forester - Green Pegs

As New Forester but shot on 3D foam targets

Typical 3D New Forester Round target



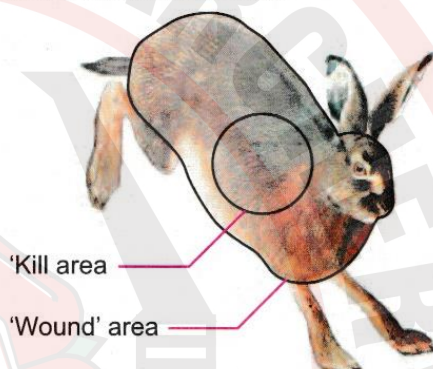
Animal - Yellow Pegs

28 or 2 x 14 animal faces of four different size groups at various distances. A maximum of three arrows are shot at each target but only the first arrow to score counts. To this end, arrows must be clearly marked with bands to identify the 1st, 2nd and 3rd arrows shot and arrows must be shot in ascending order. Scoring is as follows:

| | |
|-----------------------|----|
| 1st arrow kill | 20 |
| 1st arrow wound | 18 |
| 2nd arrow kill | 16 |
| 2nd arrow wound | 14 |
| 3rd arrow kill | 12 |
| 3rd arrow wound | 10 |

Maximum arrows shot: 84
Maximum score: 560

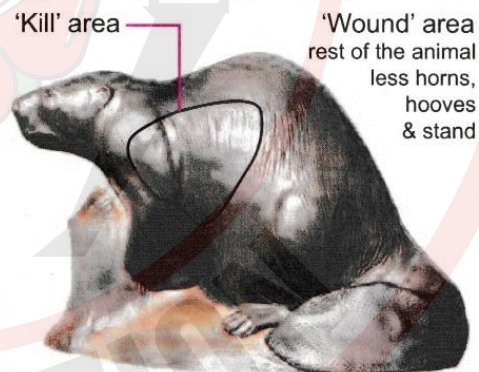
Typical Animal Round target



3D - Yellow Pegs

As above but shot on 3D foam targets.

Typical 3D Round target



General rules

Rounds may be shot at marked or unmarked distances. In unmarked rounds, range-finding devices are not allowed.

Arrows that bounce off the ground and into the target do NOT score.

Arrows that glance off trees and foliage into the target DO score

All arrows must be scored before any are withdrawn from the target.

If an arrow is confirmed as having bounced out of or passed through a scoring zone, then another arrow may be shot in its place.

When two small targets are used side by side (to reduce arrow damage), archers should nominate which they are shooting at. Arrows striking the other target do NOT score.

Scores are recorded by two scorers and cross checked before signing at the end of the round.

If in doubt, refer to the EFAA or IFAA handbook.

Course Laying

Each ground that we shoot on is unique. This offers a challenge to course layers and archers alike. It is the responsibility of course layers to lay a course that is both safe and challenging to those who will shoot it.

For general guidance on the laying of a safe and interesting course visit other established clubs.

Emergency preparedness and response

When setting a course, it is essential that you consider what to do in the event of an emergency. The emergency could be someone being injured, a fire in the Forest, Public walking in the woods etc. Producing a written plan means you can consider all options. This plan is great for guidance on the day as well as a good training tool for others. If you need permission from the Landowner for the shoot, it will also help with the application.

Things to consider in your plan

- How to **STOP** the shoot and locate the incident
- Do you have an accurate map of your shoot area?
- First Aid – Who, what is available and where is it?
- Where you are: Your geographic location. Can the emergency services find you?
- How to contact the emergency services: Is there a signal for a mobile phone?
- Where will you locate a Marshall to guide the emergency services?
- How to control the public
- What do you do with the other Archers if there is a long delay?

This is not an exhaustive list but a few samples only.

Best Practices

- Have you registered your club and / or Shoot ground with the Emergency Services? They would welcome this. Give them a map, a grid reference (or GPS location) and a brief explanation of the area layout and terrain.
- Test your 'STOP' method with Club members to ensure it can be heard in all areas of your shoot course
- Display a map with a grid reference (or GPS location) or address and the emergency phone numbers at you Admin station.

Near Hits (near miss)

A near hit is something with the 'potential to cause harm'. Clubs should be receptive to the reporting of a near hit and not take offence by someone else's concern for safety. Use it as an opportunity to investigate the concern and resolve any problems. It will only improve your course. It is important though, that those reporting the near hit should do so in a polite and constructive manner. They should be reported as soon as possible to a club official and the process for this should be covered in the initial address.

Incidents

Any incident should be reported without delay to a club official. This allows the club to make the area safe and contain the incident, deal with any injured party and investigate what happened to avoid it happening again. The process for this should be covered in the initial address.

In the event you have an incident it is important you are prepared. Advisable action should be:

1. **Stop the shoot** – until you know what happened and know it is safe to continue
2. **Deal with the injured party** (if applicable)
3. **Request potential witnesses to wait** – they are a vital ingredient to your investigation as they will have a clue as to what happened
4. **Prevent other Archers entering the area** – this would only cause congestion and possible embarrassment if there is an injured party. It may also cause further injuries if the area has not been made safe (landslide, trees falling etc)
5. **If possible, take photographs** – sketches are good but photos give more detail
6. **Talk to witnesses** – this should be done individually as talking to a group may influence one of them by what is being stated by another. Get as much detail as possible (name, address or EFAA number, phone number, what they saw [not what they THINK happened], who they saw etc). Ask them to sign what you have written down but be prepared that some may not want to do that.
7. **Afterwards, write a report on the incident** - write down what the club did and what has happened since. Use your Accident book.
8. Notify the EFAA (General Secretary) as soon as possible but no later than 7 days.

It is best to stay on the side of caution and notify the EFAA even if a minor incident.

First Aid

Remember that your club has a duty of care to look after those who may be harmed from the activity you organise. Having a First Aid kit on site is part of this Duty of Care. It should be an adequate kit and if at all possible an appropriate number of First Aiders could be in place to use it. The EFAA realises that not all clubs have First Aiders but it is advisable. Courses can be done in block form or in evening lessons and at a reasonable cost.

Personal Responsibility

Field Archery, by the nature of the sport and the environment in which it is practiced, does have its own inherent hazards. When taking part in shooting activities it is important that you remember that **you** have a Duty of Care to yourself and others. It is recommended that you ensure that you:

1. Listen to the shoot organisers and take note of any warnings and instructions.
2. Carry an appropriate first aid kit and know how to use it.
3. Carry water, or another suitable drink, to keep you hydrated.

EXAMPLE

Constitution and

Rules of

Club Name here



As of the first day of Month Year

**This Constitution replaces all
previous documents[®]**

1. Name

The club is called **(Insert club name)** (known as 'The Club') and will be registered with the *English Field Archery Association (EFAA)*.

2. Aims and objectives

The aims and objectives of the club will be:

- To foster and promote the sport of field archery for ALL styles, abilities and ages. (both amateur and professional, especially within the family)
- To promote the club within the local community and Archery in general.
- To manage the *Shooting grounds in (Insert name of Wood)* (known as 'The woods') within the limits of the permit issued by **(Insert name of Landlord)**
- To offer coaching designed to acquaint both archers and non-archers in the safe use of all forms of archery equipment for recreation ONLY.
- To ensure a duty of care to all members of the club. This includes the acceptance of the EFAA Child Protection Policy.
- To foster the spirit of goodwill, fellowship and sportsmanship among archers.
- To ensure that all present and future members receive fair and equal treatment.
- **(Insert club name)** will not support in any way the use of the bow for the purpose of hunting game. This is illegal in the UK

3. Membership

The membership should consist of officers and members of the club.

All the membership will be subject to the regulations and the constitution. By joining the club you will be deemed to accept these and the codes of conduct that the club has adopted.

Membership is subject to the approval from the Committee

Members will be enrolled in one of the following categories:

- Individual member (shooting member)
- Associate member (non-shooting member)
- Family member (shooting or non-shooting members as defined by EFAA)
- Honorary life member. (bestowed by the membership at an AGM)

4. Membership fees

Membership fees will be set annually by the Executive Committee and agreed at the Annual General Meeting.

Fees will be paid: annually by **(Date)** each year.

5. Officers of the club

The officers of the club will be: (edit as required)

- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Range Officer

Officers will be elected annually for the term of one year at the Annual General Meeting.

All officers will retire each year but will be eligible for re-election. The committee has the right to co-opt a member on to the committee to fill a vacancy until the next AGM

6. Committee

The club will be managed through the Committee consisting of:

Chairman, Vice Chairman, Secretary, Treasurer, Range Officer. Only these posts will have the right to vote at meetings of the Executive Committee.

The Committee will convene no less than *Four* times per year, which will be open to all the membership unless the executive committee deem the meeting to be held 'In Camera'

The quorum required for business to be agreed at Committee meetings will be: **3 (Change if required)**

The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Committee will have power to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.

The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution or breach the conditions of the permit.

The Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: **(date)**.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

8. Annual general meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Chairman. Not less than 28 clear days notice to be given to all members by post.

Nominations for officers of the Committee must be sent to the Secretary no later than 7 days prior to the AGM.

Elections of Officers are to take place at the AGM.

The AGM will receive a report from all the Officers of the Executive Committee and a statement of the accounts.

Only fully paid up adult members of **(Insert club name)** have the right to vote at the AGM.

The quorum for AGMs will be 25% **(Change if required)** of membership on day of AGM.

The Committee has the right to call Extraordinary General Meetings (EGM) at anytime, the membership may petition the Committee to call an EGM if 33% **(Change if required)** of the membership have signed the petition (Procedures for EGMs will be the same as for the AGM.)

9. Discipline and appeals

All complaints regarding the behaviour of members/officers should be submitted in writing to the Committee.

The Committee will meet 'in camera' to hear complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership, if the complaint is upheld.

The outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint and the member(s) against whom the complaint was made within 30 days of the hearing.

There will be the right of appeal to the Committee following disciplinary action being notified. The committee will consider the appeal within 30 days of the Committee receiving the appeal. The appeal must be lodged within 7 days of initial outcome being notified, to the Committee

The Committee or the member against whom the complaint was made has the right to have the appeal heard by 3 **(Change if required)** ordinary members of the club who have not been involved the complaint in the first stage.

10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain after ALL liabilities has been discharged shall be transferred to another organisation proposed by the General Committee and approved by the members with objectives which are as similar as possible to the objectives of the society, or, if no such organisation can be identified or agreed upon, a charity approved by the members.

Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM. (The quorum for AGM will be 25% **(Change if required)** of Membership on the day of the AGM)

11. Club and Course Rules

- The Shooting Grounds shall only be used by the members of **(Insert club name)**, unless as part of an official 'Open Shoot' or other organised shoot.
- Other rules as set out in Appendix 1

12. Declaration

(Insert club name) hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

POSITION:.....

SIGNED:..... DATE:

NAME:

POSITION:.....

SIGNED:..... DATE:

NAME:

POSITION:.....

SIGNED:..... DATE:

NAME:



Revised July 2020

Appendix 1

RULES FOR SHOOTING IN THE WOOD

- ⇒ On hearing; **STOP, HALT, FAST OR HOLD** or 3 blasts on a whistle you must cease shooting and put your bow down.
- ⇒ To shoot in the woods there must be two full members of **(Insert club name)** over the age of eighteen
- ⇒ There is to be no smoking in any part of the wood
- ⇒ All archers in an OPEN shoot must be members of the EFAA and have their membership card with them, and have their arrows marked in accordance with EFAA rules. Non Shooting members (shoot partners, Marshals etc) on the course should have a minimum of an Associate membership.
- ⇒ Do not walk around with arrows in your hand
- ⇒ Do not loose an arrow if you cannot see where the arrow will land
- ⇒ Do not loose an arrow if your footing is not secure
- ⇒ Never point your bow at anybody or an animal
- ⇒ Keep back whilst other members of your group are shooting
- ⇒ Never run in the woods
- ⇒ When searching for arrows always leave an adult member of the group or your bow in front of the target
- ⇒ Always wait until the people drawing arrows from the boss are well clear of the targets before shooting
- ⇒ ANYONE suspected of being under the influence of Alcohol and/or Drug (prescription or other) will be removed from the woods
- ⇒ Anyone found or seen to be acting improperly will be cautioned by a committee member and may be asked to leave the woods