

**ESSEX COUNTY ARCHERY ASSOCIATION**

**INCORPORATING**

**THE COUNTY OF SUFFOLK**

=====

**OPERATIONAL GUIDELINES**

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**ADOPTED – AGM - FEB 2023**

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## **OFFICERS OF THE ASSOCIATION**

### **PRESIDENT**

1. Chair the Annual General Meeting and any Extraordinary Meetings which may be called.
2. Promote the activities and objectives of Essex County Archery Association.
3. Custodian of the County Gonfalon.
4. Chair Appeal panels of the Association as required

### **VICE PRESIDENTS**

1. Undertake the role of the President as and when required.

## **GUIDELINES FOR EXECUTIVE OFFICERS**

### **CHAIR OF COUNCIL**

1. Chair bi-monthly County meetings and any other meeting called to discuss County business, except for those called as an E.G.M. and the A.G.M.
2. Use a casting vote in decisions where necessary at meetings.
3. Take a high profile stance within the County and Region to promote the activities of the County.
4. Deal with problems that may arise within the County which requires immediate action.
5. Take emergency action or make decisions when necessary in consultation with other members of the Executive.
6. Call Executive meetings as required to progress County activities and determine recipients of annual awards.
7. Chair any Executive Meetings.
8. Act as custodian of the County Table Cloth.
9. Act as Chair of Team Selection sub-committee.
10. Act as Chair of hearings of dispute or grievance as required.

### **VICE CHAIR**

1. Undertake the role of Chair of Council in their absence.
2. Participate in the selection of nominations for awards at the Annual General Meeting

## **SECRETARY**

1. Responsible for the day to day running of the Association.
2. Produce and submit a report for the membership at the Annual General Meeting
3. Produce minutes for meetings.
4. Issue meeting agenda in sufficient time to the Executive and club secretaries.
5. Book halls etc. for meetings.
6. Ensure dissemination of information to all relevant parties.
7. Undertake photo copying of material for presentation at the A.G.M.
8. Where required undertake consultations with other members of the Executive.
9. Ensure that an adequate supply of medals and National Record Plaques are available.
10. In conjunction with the Treasurer arrange for notification and collection of affiliation fees.
11. Participate in the selection of nominations for awards at the Annual General Meeting

## **TREASURER**

1. To monitor the financial activities of the County and keep full records
2. Advise the County meetings of current financial position.
3. Produce a Statement of Accounts for the Annual General Meeting.
4. Submit any proposals to the Executive regarding fees payable to the Association.
5. Have available for purchase Essex County metal and cloth badges.
6. Recommend the appointment of an Auditor to the A.G.M.
7. In conjunction with the Secretary arrange for notification and collection of affiliation fees.
8. Participate in the selection of nominations for awards at the Annual General Meeting.

## **GENERAL MEMBER**

1. Represent the views and observations of the membership of the County Archers at Council Meetings.
2. Produce and submit a report for the membership at the Annual General Meeting.
3. Participate in the selection of nominations for awards at the Annual General Meeting.

## **GUIDELINES FOR NON- EXECUTIVE OFFICERS**

### **EQUIPMENT OFFICER**

1. Maintain the equipment stored at Noak Hill in a good and safe manner.
2. Report any deficiencies to the County Chairman.
3. Discuss with the Tournament Organisers their requirements for tournaments.
4. Maintain an up to date inventory of all County equipment.
5. Obtain agreement from the Executive Committee before making any expenditure in excess of £ 50.00.
6. Submit any receipts to the Treasurer for cash paid out.

### **TEAM MANAGER**

1. Liaise with other Counties for acceptable dates for Inter-County matches.
2. Responsible for the selection of archers to represent the County in nominated Inter-County Matches.
3. Liaise with the Records Officers (Senior and Junior) for recommendations.
4. Discuss Team Selection with County Chairman.
5. Attend Inter-County matches and provide reports and results to subsequent County Meeting.
6. Distribute results of Inter-County matches to all Officers of the Association and Webmaster.
7. Liaise with the Equipment Officer for necessary equipment on Home matches.

### **ASSISTANT TEAM MANAGER**

1. Undertake role of Team Manager as required.
2. Assist the Team Manager as required.
3. Discuss Team Selection with County Chairman

### **RECORDS OFFICERS (Recurve, Junior, Clout, Field.)**

1. Receive from Club Records Officers and archers scores from rounds shot.
2. Ensure that claims received are within 3 months from the shoot.
3. Where score sheets are submitted, check that the arrow values and total score are correct.
4. Maintain an up to date list of scores received from archers.
5. Liaise with the Chairman and Team Manager regarding the selection of a suitable team for Inter-County matches.
6. Advise the Webmaster of any new records.
7. Produce an up to date list of the County top ten (10) archers for presentation at each Council Meeting and submission to the Webmaster.
8. Produce a collated list of top archers in the County for presentation at the Annual General Meeting.

## **AWARDS MADE AT THE ANNUAL GENERAL MEETING**

### **RED TASSEL**

An Award of Merit may be made to an archer, who during a period of not less than five (5) years shall have made a substantial contribution to archery in the County.  
The award to be made on the recommendation of a Committee comprising the holders of the award.

### **THE BALDWIN TROPHY**

Clubs or affiliated individuals may nominate a person who they consider has done most to enhance the sport during the past year, and shall submit a citation supporting the nomination.

The selection panel shall consist of the Executive Officers of the County (unless one is nominated, when that place shall be taken by a Non-Executive Officer).

### **THE BILL GRIGGS TROPHY**

The award shall be presented at the Annual General Meeting to the Senior Archer who has shot consistently well in at least six (6) **M.B. STATUS TOURNAMENTS**, preferably outside Essex and whose general standing reflects credit on the County and the Archer.

In exceptional circumstances the award may be made to a Junior Archer.

The selection panel shall consist of the Executive Officers of the County (unless one is nominated, when that place shall be taken by a Non-Executive Officer).

### **THE W.E. TUCKER AWARD**

The award shall be presented annually to an individual whom the Officers of the County wish to receive public acknowledgement of supportive services rendered, at any level, to, or on behalf of the County.

### **THE JACK GORDON**

#### **VICTOR LUDORUM**

**Presented by Iris and Tom Major 1999**

The trophy to be awarded annually, based on aggregate position in all County Championships run each year. The archer with the lowest total number will be the winner, e.g. 20 is better than 30. However in the event of a tie, the winner will be determined by taking the highest placements in tournaments in the following order: - **CLOUT (Imperial or Metric), FIELD, TARGET, F.I.T.A., INDOOR** (and **FLIGHT** if shot in the future).

The criteria is intended to accommodate all disciplines (even mixed disciplines), but there must be a minimum of three (3) archers shooting in any discipline. Qualifying Essex archers i.e. those who have shot in all the County Championships in the year should submit an application form together with supporting results sheet to the County Chairman by the end of the current year. Archers may use any combination of bow.

Should there not be the required minimum of three (3) archers in a particular discipline, then an application counting **OPEN** entries to meet the criteria of three (3) archers in the discipline. This would be acceptable providing their placement also takes account of the Open **RESULTS**.

In the event of archers having submitted scores, however not meeting the minimum entries in a discipline, then the award will be made preferentially in the first instance to an archer submitting meeting the criteria wholly even if this result is higher than the archer not meeting the full criteria.

Where this is not possible, then efforts to award the trophy annually are delegated to the ECAA Executive.

All archers competing for this award must be affiliated members of E.C.A.A.

## **THE THELMA DAVISON SALVER**

This award will be made annually at the Annual General Meeting to an archer who has overcome an adversity of any nature to continue in the sport, whether in Shooting, Administration, Coaching, Judging, Tournament Organising, etc.

Each club or an affiliated individual will be entitled to make one nomination for the award.

Adjudication will be carried out by a Panel of Referees consisting of the Executive Officers of the County. In the event of one of the panel being nominated, he/she will withdraw and be replaced by a Non-Executive Officer.

In the event that no nominations are received from clubs, a Panel of Referees consisting of the Executive Officers of the County will meet to discuss the merits of a number of potential archers thought to be worthy of the award, with a view to making a presentation for the year in question.

## **THE MILLENNIUM JUNIOR TROPHY**

**Presented by Iris and Tom Major 2000**

The trophy to be awarded annually, based on aggregate position in all County Championships run each year. The archer with the lowest total number will be the winner, e.g. 20 is better than 30. However in the event of a tie, the winner will be determined by taking the highest placements in tournaments in the following order: - **CLOUT (Imperial or Metric), FIELD, TARGET, F.I.T.A., INDOOR** (and **FLIGHT** if shot in the future).

The criteria is intended to accommodate all disciplines( even mixed disciplines), Qualifying Essex archers i.e. those who have shot in all the County Championships in the year should submit an application form together with supporting results sheet to the County Chairman by the end of the current year. Archers may use any combination of bow.

A Junior Archer may qualify for the 'Millenium Trophy' in the year they become 18 provided they meet the following criteria:-

1. The cut off point will be the be the 31<sup>st</sup> July and provided at least three (3) County Championships have been shot as a Junior by that date they will be eligible for this trophy.
2. If a Junior reaches the age of 18 on or after the 1<sup>st</sup> August and shoots in a Senior competition thereafter, their scores will be compared to those in the under 18 category and, for the purposes of the Millenium Trophy, their placing will be determined accordingly.

In the event of archers having submitted scores, however not meeting the minimum entries in a discipline, then the award will be made preferentially in the first instance to an archer submitting meeting the criteria wholly even if this result is higher than the archer not meeting the full criteria.

Where this is not possible, then efforts to award the trophy annually are delegated to the ECAA Executive.

All archers competing for this award must be affiliated members of E.C.A.A.

***Amended at Annual General Meeting 6<sup>th</sup> February 2005 - Agenda Item 49/05 (a) refers.***

## **JOE DORMER TROPHY      Presented by Racketts 1998**

Awarded to the Junior Compound archer who has the most improved handicap over the past year.

## **THELMA DAVISON CUP      Presented by Iris and Tom Major 1995**

Awarded to the Junior Recurve archer who has the most improved handicap over the past year.

## **SUMMER LEAGUE TROHPIES**

**ESSEX LEAGUE OUTDOOR DIVISION 1:** Presented by Mr & Mrs E Baldwin 1982  
**ESSEX LEAGUE OUTDOOR DIVISION 2:** Presented by Mr & Mrs S Huxtable 1996  
**ESSEX LEAGUE OUTDOOR DIVISION 3:** Presented by Mr & Mrs R Hutchins 1978  
**ESSEX LEAGUE OUTDOOR DIVISION 4:** Presented by  
**ESSEX LEAGUE OUTDOOR DIVISION 5:** Presented by

## **TROPHY'S AND AWARDS AWARDED AT COUNTY CHAMPIONSHIPS**

### **INDOOR**

#### **E.C.A.A INDOOR CHAMPIONSHIPS Plaque "First FITA Team"** Presented 1994

Four highest Recurve archers from the Same Club. All Archers, irrespective of Age or Gender. (All shoot same distance).

Members of the team shall each receive a Gilt County Medal.

#### **E.C.A.A INDOOR CHAMPIONSHIPS SHIELD "First FITA Team"**

presented by Mayflower Archers 2004

Three highest Compound archers from the Same Club. All Archers, irrespective of Age or Gender. (All shoot same distance).

Members of the team shall each receive a Gilt County Medal.

If in the future a trophy be awarded to a Longbow team, same condition will apply.

#### **PEWTER JUG ( Lady Paramount Trophy )** Presented by Mrs Betty Tucker 1978

Awarded to the highest scoring Gentleman Recurve

#### **SILVER ROSE BOWL** Presented by J and E Butcher

Awarded to the highest scoring Lady Recurve

#### **COMPOUND CUP** Presented by Unknown 1990

Awarded to highest scoring Lady Compound

#### **DAVE HAWKINS MEMORIAL TROPHY** Presented by Mrs Irene Hawkins 2010

Awarded to highest scoring Gentleman Compound

#### **SILVER CUP** Presented by Mr. & Mrs. D Stanford 1978

Awarded to First place married couple.

#### **SILVER ROSE BOWL** Presented by Havering Archers

Awarded to Second place married couple.

#### **SILVER CUP** Presented by Mr & Mrs P Clark 2008

Awarded to highest scoring Junior Lady compound.

#### **SILVER TANKARD** Presented by Mr & Mrs P Clark 2008

Awarded to highest scoring Junior Gentleman compound.

#### **JUNIOR GIRL TROPHY** Presented by Irene and David Hawkins 1984

Awarded to highest scoring Junior Lady Recurve.

#### **JUNIOR BOY TROPHY** Presented by R & M Hutchins 1994

Awarded to highest scoring Junior Gentleman Recurve.



## IMPERIAL CLOUT

### **SILVER CUP “ECAA Annual Clout Shoot** “Presented by Mr & Mrs E C Baldwin (1954)

Four (4) Highest Scoring Recurve competitors from one club in the Senior Rounds, of which there must be at least One Lady/One Gent. Ladies shooting Ladies Clout, Gentlemen shoot Gentlemen's Clout. Juniors shooting a Senior round will qualify.

If in the future a trophy be awarded to Compound or Longbow team (Senior or Junior), same conditions will apply.

In the event of a Junior Recurve Team Trophy being awarded in the future, it will apply to the three (3) highest scoring Juniors from one club, irrespective of gender or age, shooting in their own age group or above in a Junior Round.

Members of the team shall each receive a Gilt County Medal.

### **BRENDA WOUFF SILVER SALVER** Presented by the Executive (2006) Highest scoring Lady Recurve

### **SILVER SALVER** Presented by the Executive (2006) Highest scoring Gentleman Recurve

### **JUBILEE TROPHY** (Pewter Vase) Presented by the County (2010) Awarded to Highest scoring Lady or Gentleman, Boy or Girl Barebow Archer

### **SILVER CUP** Presented by West Essex Archers 1998 Highest scoring Junior Lady Recurve

### **SILVER CUP** Presented by West Essex Archers 1998 Highest scoring Junior Gentleman Recurve

### **SILVER CUP** Presented by Mr R E Frost 2002 Awarded to the Highest Longbow Score over the day, without reference to age or gender.

### **M AND D TROPHY** Presented by Marion and Dennis Saville (Bowmen of Ardleigh) 2003

- (1) To be presented to any archer (Gent, Lady, junior Lady, Junior Gent) (any style of bow) on the greatest improvement over the previous years score
- (2) When a Junior changes age group the first year will not count
- (3) If an archer changes a bow class, e.g., Recurve to Compound, the first year will not count
- (4) Should no competitor improve at the Championship the outcome will be decided on the nearest score from the previous year

### **JOHN WILSON CUP Presented** by John Wilson 2003 Awarded to Junior Team of three (3) archers from the same club and must include one (1) Junior Lady and one (1) Junior Gentleman. In the event of no team meeting criteria, the same applies to a team of two Juniors.

### **THE JUNIOR LADY SECOND CLOUT TROPHY Presented** by Philip Morley 2008 Awarded to Highest scoring Junior Lady shooting Freestyle, Barebow or Longbow at the County Clout Championships and who must be a member of E.C.A.A. and shooting their distance.

### **THE JUNIOR GENTLEMAN SECOND CLOUT TROPHY Presented** by Philip Morley 2008 Awarded to Highest scoring Junior Gentleman shooting Freestyle, Barebow or Longbow at the County Clout Championships and who must be a member of E.C.A.A. and shooting their distance.

## METRIC CLOUT

**SILVER TANKARD ON PLINTH** Presented by Mrs C Stanford and Mr R Hawkins 2011  
Highest Scoring Married Couple Recurve

**SILVER CUP ON PLINTH** Presented by Mrs M and Mr R Hutchins 2011  
Highest Scoring Junior Recurve

**SILVER CUP ON PLINTH** Presented by Woodford Archers 2011  
Most Improved Archer

**SIBLEY TROPHY** Presented by Graham Sibley 2011  
Highest Gentleman Recurve

**SAVILLE SHIELD** Presented by Mrs & Mrs D. Saville 2011  
Highest Lady Recurve

**CLAIRE STANFORD MEMORIAL TROPHY** Presented by Mrs C. Stanford 2013  
Highest overall Barebow (Senior Gent or Lady)

**CLAIRE STANFORD MEMORIAL TROPHY** Presented by Mrs C. Stanford 2013  
Highest overall Longbow (Senior Gent or Lady)

## **JUNIOR TARGET**

**BALDWIN SHIELD Presented** by Mr & Mrs Baldwin 1965  
Highest Overall Score Junior Gentleman Recurve

**MAYFLOWER SHIELD Presented** by Mayflower Archers 1997  
Highest Score Junior Gentleman Under 14 Recurve

**LAKER ROSEBOWL Presented** by A.L Laker 1987  
Highest Score Junior Gentleman Bristol 4 (any bow style)

**JUBILEE CUP** Presented by Essex Parents  
Highest Overall Score Junior Lady Recurve

**VAUGHAN SHIELD** Presented by Mr T Vaughan  
Highest Score Junior Lady Under 12 Recurve

**NEAL TROPHY (PEWTER CUP) Presented** by Mr J Neal 1999  
Three (3) Highest Scoring Juniors From Same Club Recurve

**DORN LUKE MEMORIAL SHIELD** Presented by Clements Hall Archers 2000  
Three (3) Highest Scoring Compound Juniors From Same Club

**WRIGHT TROPHY Presented** by Mr & Mrs B Wright 199  
See Trophy listed in Senior Target listing – Trophy can be won by Junior or Senior.

## SENIOR TARGET

### **S.C.A.S COUNTY MEDALS, Presented by SCAS 2006**

Compound - Lady  
Longbow – Lady

Compound - Gent  
Longbow - Gent

Highest Scoring Archer in each Style

**CHAMPIONSHIP SHIELD AND GNAS BOXED MEDAL Presented by**  
Highest Scoring County Gentleman Recurve Archer

**SILVER ARROW AND GNAS BOXED MEDAL Presented by**  
Highest Scoring County Lady Recurve.

**BRADBURY CUP Presented** by Mr & Mrs Bradbury  
Highest Scoring Compound Archer Lady or Gentleman.

**JUBILEE CHALLENGE CUP “Ann”** Presented by Mr & Mrs Gordon 1977  
Highest Score Essex Lady Veteran (over 50) Recurve.

**JUBILEE CHALLENGE CUP “JACK”** Presented by Mr & Mrs Gordon 1977  
Highest Score Essex Gentleman Veteran (over 50) Recurve.

**WOODEN SPOON Presented** by Mr R Short  
To the Archer with the worst scoring white at a random distance. York/Hereford.

**DOUG STANFORD MEMORIAL CUP** Presented by Mrs Claire Stanford 2010  
Awarded to the highest scoring married couple (Recurve)

**DOUG STANFORD MEMORIAL CUP** Presented by Mrs Claire Stanford 2010  
Awarded to the highest scoring married couple (Compound)

**TEAM SHIELD** Presented by Loughton Hall Ac.  
Four (4) Highest Scoring Recurve competitors from one club in the Senior Rounds, of which there must be at least One Lady/One Gent. Ladies shoot Hereford round, Gentlemen shoot York round. Juniors shooting a Senior Round will qualify.

Members of the team shall each receive a Gilt County Medal.

**IKEL COMPOUND TEAM SHIELD Presented** by Mr & Mrs A Ikel 2000  
To Three (3) County Compound Archers with Highest Scores from same club. Must have AT LEAST ONE Lady and ONE Gentleman.  
If no club fulfils above criteria then can be teams of 2 Gent – York, and/or Ladies - Hereford.

**WRIGHT TROPHY** Presented by Mr & Mrs B Wright 199  
Awarded to the Archer with the most improved handicap from the previous year. This is applicable to both Junior and Senior Archers. Must be shooting same style

**SKREEN CUP Presented** by Mr & Mrs C Wooff  
Highest Scoring Lady Recurve Western Round

**FRED TOWLER ROSEBOWL Presented** by Oakfield Archers 1973  
Highest Scoring Gent Recurve Western Round

**E.J.PHILLIPS PAPER KNIFE** Presented by Colin Wooff 1998  
Awarded to archer (Senior or Junior) with highest number of hits including the petticoat shooting a longbow in the Western Round.  
This trophy will remain in the custody of the current E.C.A.A. Chairman

## WORLD ARCHERY 1440

**BALDWIN SHIELD Presented** by Eric Baldwin  
Highest Scoring Essex Gentleman Recurve archer.

**BALDWIN CUP** Presented by Dorothy Baldwin  
Highest Scoring Essex Lady Recurve archer.

**PHIL BAINTON TROPHY** Presented by Mr & Mrs Bainton 1995  
Highest Scoring Essex Compound Archer. Lady, Gent, Junior Lady or Junior Gentleman.

**BILL GRIGGS MEMORIAL CUP Presented** by Mr & Mrs Griggs  
Highest Scoring Essex Recurve Archer Lady or Gentleman

**GRAHAM SIBLEY TROPHY Presented** by Mr G Sibley  
Highest Scoring Essex Lady Longbow Archer

**GRAHAM SIBLEY TROPHY Presented** by Mr G Sibley  
Highest Scoring Essex Gentleman Longbow Archer

**LYNNE BURTON ROSE BOWL** Presented by Mr & Mrs Burton 2009  
This trophy is to be awarded annually to the Lady Recurve archer (Senior or Junior) with the highest score in the Essex County Archery Association's Ladies FITA Championships, who has never before achieved first place in a Ladies Open FITA, Record Status FITA or FITA Star competition at any venue within or outside Essex.

Should a Lady (or Junior Lady), who is eligible on the day of the Essex County Archery Association's Championship, win the ECAA's Ladies FITA Championship, she would still be eligible to be awarded the "Lynne Burton" trophy.

The winner can be an archer either from Essex/Suffolk or a Visitor. However, if won by a visitor, the trophy will not be taken out of county and will remain in the custody of the ECAA.

Note to clarify the award:

Once this trophy has been awarded to an archer, that Archer would no longer be eligible for this award.

**FRANCOMBE ROSE BOWL** Presented by Mr & Mrs Francombe  
Highest Scoring Senior Recurve team: - Three (3) archers of any gender, from same club.

**LOUISE BRADBURY CUP** Presented by Mr & Mrs E Bradbury  
Essex Married Couple Recurve archers.

**BRADBURY CHALLENGE PLATE** Presented by Mr & Mrs E Bradbury  
Essex County Veteran (+50) Lady or Gent (Shooting WA1440 – 90m / 70m respectively)

**THE 'A KING' TROPHY** Presented by Mr & Mrs A King  
Essex County Recurve archer over 50 (Master) shooting the WA 1440 Master round.  
Archers over 50 shooting the 1440 round (90/70m) will not be eligible.

**WRIGHT IMPROVED ARCHER TROPHY** Presented by Mr & Mrs B Wright  
Most Improved County Archer Based On Previous Year's Score.

**WOODEN CHAIN LINK** (In box) Made and Presented by Mr Graham Sibley 1994  
Best Gold On Designated End. Senior Or Junior

**STANFORD WOODEN SPOON Presented** by Mr & Mrs D Stanford 1999  
Worst white at 1<sup>st</sup> scoring end on 80 cms face.

## **JUNIOR WORLD ARCHERY 1440**

**QUICKS TROPHY Presented** by D G Quick  
Highest Scoring Junior Gentleman Or Junior Lady Recurve

**STANFORD CUP** Presented by Mr & Mrs D Stanford 19  
Highest scoring Junior Recurve team of three (3) from same club.

## FIELD

**THELMA DAVIDSON SHEILD** Presented in 1993 by Miss Thelma Davison  
Highest Scoring Essex Gentleman Freestyle Archer

**THELMA DAVISON SILVER CUP** Presented in 1993 by Miss Thelma Davison  
Highest Scoring Essex Lady Freestyle Archer

**HIGHEST COMPOUND GENT (Senior Round)**  
- donated to County by Havering Nalgo Archers in 1997

**HIGHEST COMPOUND LADY (Senior Round)**  
- donated to County by Havering Nalgo Archers in 1997

**HIGHEST Longbow (Senior Round)**  
- donated to County by Havering Nalgo Archers in 1997

**ITALIAN PHEASANT ON WOODEN BASE** Presented 1966  
Awarded to the highest scoring Essex Gentleman Barebow Archer

**ITALIAN PHEASANT ON WOODEN BASE** Presented 1966  
Awarded to the highest scoring Essex Lady Barebow Archer

**DEREK COLLIER MEMORIAL TROPHY** (County Archers Only)  
Presented by Tom and Iris Major 2007

Awarded to the Highest English Style Longbow Score over the day, without reference to age or gender.

**JACQUELINE TUCKER MEMORIAL TROPHY** Presented by Bill Tucker 1995  
Awarded to the Essex County Freestyle Team (4)

**BLAKE SILVER ROSE BOWL** Presented by A.E.Blake 1956  
Awarded to County Bare Bow Team (4)

**ENGRAVED WOODEN PLATE (Intercounties)** Presented by Graham Sibley 1993  
Awarded to Open Composite Team (4)

Conditions of winning team trophies at this Championship will not be changed.

It was agreed that the three trophies donated to County by Havering Nalgo Archers in 1997, be presented at the Field Championships to the Highest scoring Gent - Compound, Highest scoring Lady - Compound, Highest scoring competitor Traditional (Senior Round)

## ***ECAA Medal Policy***

This policy was created following the July 2013 ECAA Council meeting \*see minute (39/13/k) and adopted by a committee of the Executive.

The policy is thus, Medals awarded at Essex County Archery Association Championships, herein listed as: -

- ECAA Indoor
- ECAA Target
- ECAA F.I.T.A
- ECAA Clout (Imperial & Metric)
- ECAA Field
- Any further tournaments later adopted as a 'County Championship'

Shall be awarded on the following basis.

- **Individual (County & Visitor)**

Awarded on the basis of entry into the category, on the principle as follows

1 <sup>st</sup> - Gold	–	1 - 3 Entries
2 <sup>nd</sup> - Silver	–	4 - 6 Entries
3 <sup>rd</sup> - Bronze	–	7+ Entries

- **Teams Awards**

Team medals to be in line with individual medal allocation.

- **Indoor**

- Session Awards
  - If more than 3 archers in 1 style competing.
- Junior Age group awards (Overall)
  - All ages across all bow styles, gold medal only.

- **Miscellaneous -**

This policy can be amended in line with the wishes of donated and accepted county trophies where the wishes of the donor will always be respected where possible.

I.e ECAA Indoor – Trophy donated to 2<sup>nd</sup> Place Married Couple. In this case both 1<sup>st</sup> and 2<sup>nd</sup> would be awarded and medals received even if total entries was (3) three.



# ESSEX & SUFFOLK COUNTY ARCHERY ASSOCIATION

## TEAM SELECTION CRITERIA

This document is intended to set out the qualification and selection procedures for the association's representative teams.

### TEAM SELECTION

#### 1 Introduction

- 1.1 The aim of the selection procedure is to produce the strongest representative teams.
- 1.2 To identify the best archers, the selection committee assesses ability, consistency, commitment and big match temperament.
- 1.3 This assessment is made on the basis of submitted scores and/or achievement at International level (if notified).

#### 2 Qualification – Senior - Recurve, Compound, Longbow, Barebow

- 2.1 Archers selected for National Representative teams will be eligible for automatic selection in the relevant discipline during the calendar year of their representation.  
N.B. (provided they notify the Chairman and Team Manager).

- 2.2 Scores should be submitted to Selection Panel which fulfil the following criteria:-

##### 2.2.1 Eligible rounds (Outdoor matches):

Gentlemen:-	Ladies:-
a) York	e) Hereford
b) WA 1440 (Gents)	f) WA 1440 (Ladies)
c) WA 720 50m (Comp)	g) WA 720 50m (Comp)
d) WA 720 70M (Recurve/Longbow/Barebow)	h) WA 720 70M (Recurve/Longbow/Barebow)

##### 2.2.2 Eligible rounds (Indoor match):-

Gentlemen & Ladies
a) World Archery 18 Metre
b) World Archery 25 Metre
c) Portsmouth

## 2.2.3 Minimum Standards of Rounds

2.2.3.1 All submitted scores shall be shot at the following qualifying standards:-

- a) National Events.
- b) Regional Events.
- c) County Championships.
- d) County representative matches.
- e) World Archery Star Tournaments.
- f) Rose award Tournaments.
- g) UK Record Status Open tournaments
- h) UK Non-Record Status Open tournaments

2.2.3.2 Club Target Days are NOT acceptable

### 3 Submission of scores - Senior

3.1 Archers are requested to submit scores pursuant to the following matrix (4.2) directly to the County Team Manager, and Senior Records Officer.

3.2 *Table (Outdoors only) read left to right*

Rounds Submitted						Total Number of Arrows Shot
Round 1	Round 2	Round 3	Round 4	Round 5	Round 6	
York/H'ford	York/H'ford	York/H'ford				432
1440	York/H'ford	York/H'ford				432
1440	1440	York/H'ford				432
1440	1440	1440				432
1440	1440	720	720			432
1440	720	720	720	720		432
720	720	720	720	720	720	432

3.2.1 York/Hereford Scores submitted will be converted to World Archery equivalent rounds for comparison using the appropriate Handicap.

3.2.2 For Indoor Matches three (3) scores are required, ALL scores will be converted into WA 18M equivalent.

3.3 Archers must supply details of the events scores have been shot at.

3.4 Scores submitted must be no older than 4 months at the publicised closing date of applications.

3.5 Archers may submit their scores directly to the County Team Manager by post or via the ECAA Website.

#### **4 Qualification - Junior - Recurve, Compound, Longbow, Barebow**

- 4.1 Archers selected for National Representative teams will be eligible for automatic selection in the relevant discipline during the calendar year of their representation.  
N.B. (provided they notify the Team Manager and Junior Records Officer).
- 4.2 Scores are requested which fulfil the following criteria:
  - 4.2.1 Handicap: No restriction
  - 4.2.2 Eligible rounds: Any round including the furthest distance for age group.
  - 4.2.3 Minimum Standard of Round: Club Target Day or Higher.

#### **5 Submission of scores - Junior**

- 5.1 Club Records Officers' are requested to submit scores to the Junior County Records officer at the end of each month.
- 5.2 Archers may submit their scores directly to the County Records officer by post or via the ECAA Website.
- 5.3 Scores from County Representative matches will be submitted automatically to the Records Officer by the Team Manager.
- 5.4 From the scores received the Junior County Record Officer shall maintain ranking lists to aid selection.
- 5.5 A separate ranking list is to be used for the indoor match selection based on rounds complying with clause 4.2.2
- 5.6 In the event of equal handicap rating, position will be decided by the better performance in meetings defined by clause 2.2.4.1
- 5.7 The current Top 10 ranking lists shall be produced for Council meetings and selection meetings.
- 5.8 The annual Top 10 ranking lists shall be published at the County AGM.

## **6 Team Selection - Senior**

- 6.1 Team Manager will collate the scores submitted at the published closing date
- 6.2 Team Manager will then rank the archers scores in highest to lowest total score by the Gender & Bowstyle. Archers notified as International Team Members will be ranked on the list prior to other archers.
- 6.3 Team Manager will then select the 1<sup>st</sup> placed Gent and Lady in each category
- 6.4 Team Manager will then fill the remaining places on the team to fill the pre-agreed team composition.
- 6.5 Once the team has been selected the calculated lists will be published on the website – including ALL submissions.

## **7 Team Selection - Junior**

- 7.1 Each place on the Junior team (and reserve places) shall be allocated to the archer with the highest equivalent score for the round to be shot converted from the handicap shown on the ranking list.
- 7.2 Scores must include at least one (1) 12 doz. round applicable to age group to be eligible for selection. Those archers not fulfilling criteria may be included in Top ten but will be ineligible for selection.
- 7.3 Archers must submit a minimum of three (3) scores to be included in the Top Ten. (With the exception of National/International Team Members)

## **8 Additional Information**

- 8.1 Representative teams will be selected by a committee comprising the County Chairman, Team Manager, Assistant Team Manager and Records Officers (as required)
- 8.2 Team places shall be allocated to archers in descending order from the ranking lists until all places are filled. Reserve places will be allocated in a similar manner. Archers selected for National squads may be selected at the discretion of the selection sub-committee.
- 8.3 In the event that after all archers on the ranking list have been invited to represent the County, team places remaining unfilled, selection shall be based on all scores submitted within the previous 12 months.
- 8.4 Any archer whose conduct whilst representing the County is determined by Council to be undesirable will not be eligible for future selection.

# ESSEX COUNTY ARCHERY ASSOCIATION

## SUMMER LEAGUE RULES

- 01 To be eligible for the League, a Club must be a member of the Essex County Archery Association.
- 02 Any eventuality arising, which is not covered by the League Rules, shall be decided by a League Secretary who is appointed by the Essex County Archery Association.
- 03 The round shot shall be an Albion. Sighters shall be as mutually agreed by the Clubs concerned. If no agreement can be reached then Sighters shall be at 2pm. For the matches in May and September, if no agreement can be reached, Sighters shall be at 1pm. League shall take precedence and not be delayed or hindered by any other shooting on the Ground.
- 04 The subscription shall be as recommended by Council. Entries shall be made by the date of the County Annual General Meeting. No entry fee shall be returned after the Entry Form has been accepted. The Fixture List shall be issued by the League Secretary as soon as the composition of the League has been determined.
- 05 Shooting shall be governed by the Archery GB Rules of Shooting. Separate targets shall be provided for League matches. Score sheets will be provided by the Home team.
- 06 Winners shall be decided on Archery GB Ruling. Win 2 points, draw 1 point, lose 0 points. In the event of a draw (i.e. same score, same hits, same gold's) each team shall score 1 point. When points are totalled at the end of the season, in the event of a draw, the highest average score over all full matches' shot shall decide the winner or loser.
- 07 A defaulting team shall score 0 points if (a) it fails to raise a team on the Fixture date at the appointed venue or (b) fails to provide a suitable ground on the Fixture date. The opposing team will then score 2 points as for a win. "If so desired, the opposing team can shoot the round on their ground on the appointed league date, adhering to the League Rules, and submit the score in the customary manner to be added to their Aggregate." Clubs failing to shoot more than 50% of their matches on the Fixture List shall automatically be withdrawn and shall be notified by the League Secretary. Matches shot will be considered void. Matches, which are abandoned due to adverse weather, must have shot six-dozen arrows in order for scores to count. Where adverse weather affects shooting, the match may only be abandoned by the agreement of at least 75% of the archers taking part in the match. Matches abandoned after six-dozen arrows have been shot will not be included in the League Average Table (see Rule 06). Matches which are not completed due to adverse weather conditions shall be re-arranged within 30-days of the original Fixture date on any suitable Saturday or Sunday. Teams which are unable to re-arrange a postponed match shall be subject to a decision by the League Secretary whose decision will be final and binding.
- 08 A visiting club must be notified of venue fourteen full days in advance of the Fixture date with any relevant information necessary.
- 09 League teams may consist of eight archers. Any archer who does not complete the round shall be deemed "Retired" and that archer's score shall not be recorded. The top five scores shall be counted for the team total. In the event of a team fielding less than five archers, the aggregate total shall count as if five have shot. A club that is submitting two or more teams and cannot field two or more teams shall always service the 'A' team in preference to the 'B' team. Likewise the 'B' team in preference to the 'C' team.
- 10 Awards shall be as follows: A League trophy and five medals shall be awarded by the Essex County Archery Association to the winning club in each Division. Two individual medals will be awarded, one to the Lady and one to the Gent with the highest aggregate score in each Division. Matches abandoned after six-dozen arrows have been shot will not be included in the League Tables (see Rule 06). The League trophies, which are perpetual, shall be awarded to the winning club in each Division and held for the following year.
- 11 In order to ensure good condition of equipment, etc., the visiting Captain shall inspect target stands, ground, etc., and, if not satisfied, complaint must be made before Sighters.

- 12** Arrow shafts being wholly non-metallic may not be shot in the Essex Outdoor League on sports fields if so requested by the club hosting the fixture, with the Home club undertaking to visit the opposing ground to complete the Fixture. Each club shall declare on its entry into the league whether non-metallic arrows are permitted on its ground. All arrows are shot on the understanding that the Archer concerned and his/her club fully and consciously accept responsibility for finding any lost arrow(s) and that the said archer and his/her club accept the use of any and all means to retrieve a lost arrow even though in the process it may be irreparably damaged.
- 13** An archer may only represent the club through which their initial yearly Archery GB affiliation fee is paid. **Archery GB** If a club submits a score from an archer not affiliated through **Archery GB** to that club, that archer's score will be withdrawn and no substitution score allowed. Direct Members of **Archery GB/ECAA** must inform the League Secretary in writing, by the 1<sup>st</sup> April of each year, the name of the club they have nominated on their Archery GB form. If they have not nominated a club, they must inform the League Secretary which club they wish to represent. Failure to do so will render their scores invalid. Junior club members are eligible to shoot for the Parent club provided the said Junior club is under the management of the Committee of the Parent club.
- 14** The league shall be divided into any number of Divisions. The first Division shall comprise of up to six of the more skilled teams. The remainder of the teams shall be divided into other Divisions at the discretion of the League Secretary. At the end of the season, Divisions shall be re-arranged by a 'one team up, one team down' promotion and relegation system, based on the points achieved that season. The team with the highest number of points in each Division, excluding Division One, shall move to the next higher Division, except for the lowest Division where it shall be two up. The team with the least number of points in each Division shall move to the next lower Division except for the next to lowest Division where it shall be two down. After the operation of the promotion and relegation system if, at the start of each season, any team or teams do not re-enter the League, the number of teams in each Division may be altered at the discretion of the League Secretary. New teams entering the League shall be in the lowest Division.
- 15** Teams entering the League after an absence shall re-enter into one Division lower for each year they were absent from the League, i.e. 1-year absence, one Division lower, 2-year absence, two Divisions lower, up to a maximum of the number of Divisions in the League. The position of teams re-entering the League after an absence shall be at the discretion of the League Secretary.
- 16** Clubs may enter more than one team if desired. An archer having occasion to represent his/her club in more than one team shall not shoot in a greater number of matches than those contained in Division 1.
- 17** Dress Regulations for the League is pursuant to Archery GB Rule 307. All Team members are required to dress appropriately. Any Team Member arriving to shoot wearing blue denim, olive drab, camouflage pattern, shall be given the option to change such garments or not participate in the League. If the Team Member insists on shooting and not complying with this Rule then the Team as a whole will void the match.
- 18** No compound bows shall be allowed to compete in the ECAA Summer League.
- 19** League fixtures shall be shot on the date declared at the Essex County Archery Association Annual General Meeting preceding the Season.
- 20** These Rules shall not be altered except from a proposal by the League Secretary at a Council Meeting of the Essex County Archery Association
- 21** It is the responsibility of the Team Captain to ensure ALL the League Rules are obeyed, including Dress Regulations. Contravention of the Rules could result in disqualification of the Team.

Rules updated February 2021

# ESSEX COUNTY ARCHERY ASSOCIATION

## ADDENDUM TO RULES OF SUMMER LEAGUE

- 01 The first named club in each Fixture is the Home team.
- 02 Clubs are under no obligation to provide visiting teams with refreshments.
- 03 At the end of the match, a representative from each team shall complete the Result Sheet listing score, hits, gold's, of all eight archers in each team ensuring that hits and score tally (even score, even hits: odd score, odd hits). This Result Sheet shall be signed by both Team Captains and sent to the League Secretary **IMMEDIATELY** after the match. It is the responsibility of Team Captains to ensure the accuracy of scores.
- 04 Please state archer's full name and title.
- 05 The home team may run a Leader board if the Visiting team has no objection.
- 06 If the Home team has room and is willing to accommodate extra archers, including compounds, they may invite them to shoot alongside the League, but League shall take precedent and not be delayed or hindered by any other shooting on the Ground.
- 07 A representative from the Home team shall contact their Visitors **FOURTEEN FULL DAYS** in advance of the Fixture date to confirm time of sighters and ensure they know location of ground. If by the time of sighters no Visitors have arrived, it would be etiquette to wait a while in case of road problems, etc. sighter's time would then be at the discretion of the Home team.
- 08 Home clubs should ensure that toilet facilities are available.
- 09 An archer may only represent the club through which their initial yearly AGB affiliation fee is paid. They must, if asked, produce their Archery GB affiliation card. **DIRECT MEMBERS MUST NOTIFY THE** League Secretary, in writing, by 1<sup>st</sup> April of each year, the name of the club they have nominated on their Archery GB form. If they have not nominated a club, they must inform the League Secretary which club they wish to represent.
- 10 If due to inclement weather a team does not wish to continue the match, the remaining team may, if it wishes, complete the round. Should the retiring team be the Home club, they must continue to offer the facilities to their Visitors to the end of the match.
- 11 A club with two or more teams shooting at the same time shall consider each team's match on an individual basis should the question of abandonment be raised.

**PLEASE ENSURE THE LEAGUE RULES AND THIS ADDENDUM TO THE RULES ARE READ AND UNDERSTOOD BY ALL MEMBERS OF THE TEAM AND BY ALL ARCHERS SHOOTING WITH THE TEAM. FAILURE TO COMPLY WITH ANY OF THESE RULES COULD RESULT IN SCORES BEING DISALLOWED.**

League Addendum updated Feb 21

## **ANDY HARRIS LEAGUE RULES**

1. Six Sighter arrows plus 36 arrows, all shot in ends of three at 15-yards.
2. Target to be 10-zone on 40cm face, scoring 10, 9, 8, 7, 6, 5, 4, 3, 2, 1.
3. All members of the Club are eligible to shoot in the League. Members of more than one club must nominate which club they wish to represent
4. Five highest scores count for the League team.
5. Clubs may enter more than one team.
6. If more than one team is entered, first five scores are 'A' team, second five scores 'B' team, etc.
7. Team members must all shoot in the same session but may stagger starting times.
8. Should a club shoot a 'double', the first round is the score to be counted for the League.
9. Team totals, plus individual scores/hits/tens for the five archers of each team to be sent **immediately** after shooting the match or, where there are two matches in a month, scores for both matches sent **immediately** after the second match.
10. Scores not received by **3<sup>rd</sup> day** of the following month will mean forfeit of match.
11. Compound bows are not allowed in the Andy Harris League.
12. Shooting shall be in accordance with Archery GB Rules of Shooting'.



## **COMPOUND LEAGUE RULES**

### **2. COMPOUND POSTAL SUMMER ALBION LEAGUE - RULES**

- 2.1 The round shot will be an **ALBION** round. This round to be shot in accordance with the Archery GB Rules of Shooting.
- 2.1.1 A club must be affiliated to Archery GB to be eligible to shoot in the league.
  - 2.1.2 The 2 highest scores constitute a team.
  - 2.1.3 Clubs may only enter a maximum of 4 teams.
  - 2.1.4 If a club enters more than 1 team the highest 2 scores will count towards the 'A' team score and the next 2 scores towards the 'B' team score, etc.
- 2.2 The league shall be divided into any number of divisions. The 1<sup>st</sup> division shall comprise up to six of the more skilled teams, the remainder of the teams shall be divided into other divisions at the discretion of the Compound League Secretary.
- 2.3 Teams re-entering the league after an absence shall re-enter into the league at 1 division lower for each year they were absent. i.e. 1 year absence, 1 division lower, 2 year absence = 2 divisions lower, up to the maximum of the number of divisions in the league. The positions of teams re-entering the league after an absence shall be at the discretion of the compound League Secretary.
- 2.4 At the end of the season divisions shall be rearranged by a 1 team up and 1 team down method of relegation and promotion system based on the points achieved that season. New teams entering the Compound League shall be in the bottom division.
- 2.5 Winners shall be decided on Archery GB ruling:
- 2.5.1 win 2 points
  - 2.5.2 draw 1 point
  - 2.5.3 lose 0 points
- in the event of a draw i.e. same score, same hits, same gold's, each team shall score 1 point. When the points are totalled up at the end of the year the team with the highest number of points shall be declared the winner. In the event of a draw Archery GB ruling will come into force to decide the winner or the loser.
- 2.6 Matches to be shot, on a club target day, under Archery GB Rules of Shooting.
- 2.7 Team totals and individual scores / hits / gold's for the 2 archers of the team to be sent to the Compound League Secretary as soon as possible after the match has been shot, but by the end of the month at the very latest. Scores not received by the 5<sup>th</sup> of the month after the match was due to be shot will be declared void. All byes are to be shot and scores entered as normal.
- 2.8 Matches will be shot in the following months:-
- 2.8.1 MAY
  - 2.8.2 JUNE
  - 2.8.3 JULY
  - 2.8.4 AUGUST
  - 2.8.5 SEPTEMBER
- 2.9 Any eventuality arising which is not covered by these rules shall be decided by the Compound League Secretary, whose decision is final.

## **LONGBOW LEAGUE - RULES**

The round shot will be a **WESTERN** round. This round to be shot in accordance with the Archery GB Rules of Shooting.

A club must be affiliated to both Archery GB and E.C.A.A. to be eligible to shoot in the league.

The 2 highest scores constitute a team.

Clubs may only enter a maximum of 4 teams.

If a club enters more than 1 team the highest 2 scores will count towards the 'A' team score and the next 2 scores towards the 'B' team score, etc.

An archer may only represent the club through which their Archery GB affiliation fee is paid. In the case of a Direct Member of Archery GB/E.C.A.A. they must inform the Longbow League Secretary, in writing by the 1<sup>st</sup> April each year, they wish to represent for that year. If they have not nominated a club, they must inform the League Secretary which club they wish to represent. Failure to do so will render their scores invalid.

The league shall be divided into any number of divisions. The 1<sup>st</sup> division shall comprise up to six of the more skilled teams, the remainder of the teams shall be divided into other divisions at the discretion of the Longbow League Secretary.

Teams re-entering the league after an absence shall re-enter into the league at 1 division lower for each year they were absent. i.e. 1 year absence, 1 division lower, 2 year absence = 2 divisions lower, up to the maximum of the number of divisions in the league. The positions of teams re-entering the league after an absence shall be at the discretion of the Longbow League Secretary.

At the end of the season divisions shall be rearranged by a 1 team up and 1 team down method of relegation and promotion system based on the points achieved that season. New teams entering the Longbow League shall be in the bottom division.

Winners shall be decided on Archery GB ruling:

win 2 points  
draw 1 point  
lose 0 points

in the event of a draw i.e. same score, same hits, each team shall score 1 point. When the points are totalled up at the end of the year the team with the highest number of points shall be declared the winner. In the event of a draw Archery GB ruling will come into force to decide the winner or the loser.

Matches to be shot, on a club target day, under Archery GB Rules of Shooting.

Team totals and individual scores / hits for the 2 archers of the team to be sent to the Longbow League Secretary as soon as possible after the match has been shot, but by the end of the month at the very latest. Scores not received by the 5<sup>th</sup> of the month after the match was due to be shot will be declared void. All byes are to be shot and scores entered as normal.

Matches will be shot in the following months:-

MAY  
JUNE  
JULY  
AUGUST  
SEPTEMBER

Any eventuality arising which is not covered by these rules shall be decided by the Longbow League Secretary, whose decision is final.

## **BRAY 1 INDOOR POSTAL LEAGUE**

### **RULES OF SHOOTING IN THE LEAGUE**

- 1 30 arrows to be shot in ends of three + 6 sighters at 20 yards
  - 2 A 40 cm face, 10 zone scoring 10,9,8,7,6,5,4,3,2 and 1
  - 3 **All members of a club that are affiliated to national, regional and county associations or societies are eligible to compete,**  
**If a score from an archer not a member of the club is submitted, it will be removed from the result sheet and no substitution be allowed**
- In the case of a Direct Member of Archery GB /ECAA/SCAS they must inform the Bray League Secretary in writing, by the 1<sup>st</sup> September each year, which club they will be nominating to shoot for on their Archery GB form as from October 1<sup>st</sup> of that year*
- 4 The five highest Recurve scores to count for the Recurve team  
The two highest Compound scores to count for the Compound team  
The two highest Long Bow scores to count for the Long Bow team
  - 5 Clubs may enter a maximum of two recurve teams, two compound teams and two long bow teams
  - 6 If a club enters more than one team the highest scores will count for the "A" team in the first instance
  - 7 To be eligible for a team, archers should shoot on the same day, but may stagger their time of starting
  - 8 All matches must be completed by the last day of the month, and sent to the Bray 1 League Organiser by the third day of the following month, or risk forfeit of the match shot **YOU HAVE BEEN WARNED !!!**
  - 9 Compound archers will use the inner 10 ring, and may use a Vegas or 3 spot face if they feel brave enough
  - 10 IF THERE ARE ANY OTHER MATTERS NOT COVERED BY THESE RULES THE BRAY 1 ORGANISER WILL MAKE THE FINAL DECISION
  - 11 Conditions of shooting shall covered by the Archery GB Rules of shooting at all times
  - 12 **Entry to the league is on the understanding that you have read, understood, and agree to abide by these rules**

Amended A.G.M. 2 Feb 2014  
Amended A.G.M. 4 Feb 2007  
Amended 26 May 2011  
Amended AGM 2021  
Amended Sept 2022

## **GUIDELINES FOR TOURNAMENT ORGANISERS**

### **ORGANISING THE TOURNAMENT**

1. Confirm that the date, location, commencement time and entry fee is agreed and that catering facilities will be available.
2. Ensure that Record Status, if required, has been applied for and paperwork received.
3. Arrange for advertising in appropriate magazines.
4. Contact Judges and confirm booking by letter. ( Number will depend on type of shoot)
5. Discuss with County Chairman invitation of Lord Patron or Lady Paramount.
6. Arrange with Secretary for copying and distribution of entry forms. (Cheques to be made payable to E.C.A.A.)
7. Send copies of entry form to all invited Judges.
8. Check with Equipment Officer that sufficient target faces will be available.
9. Contact Secretary to ensure that sufficient medals will be available.
10. Produce score sheets.
11. Target lists to be dispatched two weeks prior to shoot. Copies sent to invited Judges.
12. Where possible request all trophy holders to return trophies.
13. Arrange for a First Aid qualified person to be in attendance.
14. Purchase raffle prizes and tickets together with gifts for the Lord Patron/Lady Paramount and the Judges.
15. Receipts for all moneys spent must be retained for reimbursement.
16. All cheques and money received for entries must be forwarded to the Treasurer with the statement of accounts.
17. Ensure that the County Table Cloth will be available at the shoot.
18. Arrange to have the field marked out with the relevant distances together with a shooting line, waiting line and umbrella line.
19. Request assistance for a field party at a County meeting at least two months in advance.
20. Have available leader boards, chalk, dusters, if required dustbin liners, toilet rolls, spare face pins, spare bosses and stands, waterproof covers for the score sheets,

### **DAY PRIOR TO TOURNAMENT**

21. Measure and mark out target placing across field. (Refer to Archery GB. 301/302 for Target Champs or W.A. Rules for W.A. shoots ) (Preferably with a Judge in attendance.)
22. Set up target stands and bosses.
23. Place target numbers beside stands and on the shooting line.
24. Set out locations for waste bins.

### ***TOURNAMENT DAY.***

25. Set up arrangements for booking in.
26. Arrange for targets to be faced.
27. Have available for the Judges, Record Status Form and Report Forms if applicable, measuring tapes and height gauges, up to date entry list.
28. Distribute scoreboards onto the shooting line.
29. Discuss with Judges any alterations that may be required.
30. Ensure that assembly takes place at the stated time.
31. Introduce Lord Patron/Lady Paramount and the Judges.
32. Give any information that may be useful to the competitors. e.g. how to complete score sheets, submission of claims, refreshments available, location of toilets, etc.
33. Organise the selling of raffle tickets.
34. Contact Judges for approximate time for lunch break and advise caterers.
35. At lunch request and pay Judges expenses and provisionally book for following year.
36. Discuss with Lord Patron/Lady Paramount how they would wish their prizes to be awarded. (N.B. These prizes can either be purchased by the tournament organiser or the L.P.)
37. Set up trophy table and raffle prize table.
38. Prepare and have available forms for claims. (National Record or Rose Award).
39. Advise the Judges of the arrangements for collection of score sheets.
40. Hold raffle while scores are being collated.

### ***PRESENTATION OF AWARDS.***

41. Introduce Lord Patron/Lady Paramount
42. Make awards in accordance with the entry form. Trophy winners must sign trophy book.
43. Thank Lord Patron/Lady Paramount and Judges and make presentation of gifts.
44. County Chairman or nominated representative will make a few comments.
45. Ensure that Chairman of Judges is available to sign any National Record Claims.

### ***AFTER THE TOURNAMENT***

46. Send out results sheets and forward on any unclaimed awards. Pursue any trophies not returned and have them sent on to the new holders.
47. Send a copy of the results to the invited Judges and Officers of the County Association.
48. Ensure that the shoot documentation is completed and return to Archery GB.
49. Any outstanding money, receipts and statement of Income and Expenditure to be given to the Treasurer within 28 days according to the model form.

## **HEALTH & SAFETY GUIDELINES FOR ARCHERY EVENTS**

These guidelines are to be read and used in conjunction with the Archery GB Policy Statement on Health & Safety, as well as Rules of Shooting

### **Introduction**

Health & Safety standards will vary greatly from event to event; whilst the requirements for a local club may be met relatively easily, the same would not be so at a major International F.I.T.A event with trade stands and spectators. All the requirements relating to health and safety are governed by the Health & Safety at Work etc. 1974.

Compliance with Health & Safety requirements is as important during the site preparations before the event and when clearing up afterwards, as it is during the event. Spectators attending include families with young children and dog- owners, often with little knowledge or understanding of how to behave when close to shooting.

### **Health & Safety Adviser**

Whatever the size of the event, a competent and knowledgeable person should be appointed and named in any brochure, programme etc., as the Health & Safety Adviser. All involved with the event should know the name of the adviser. Subsequently it is important that the adviser attends and that health and safety is considered at every stage of the planning for an event.

### **General**

Organisers, trade stand personnel and their respective employees/volunteers, as well as those who have to any extent control of the premises or site on which the event is held, are responsible for ensuring that:

- a) Everything reasonably practicable is done to ensure the health safety and welfare of those attending the event, including members of the public.
- b) They conduct themselves so that they do not put themselves or anyone at risk.
- c) Access to and egress from site is safe.

### **Reporting of Injuries and Dangerous Occurrences**

Any serious injuries or death must be reported and a permanent record made. In practice the written report on Health & Safety Form F2508 will be made to the Local Authority in whose area the event takes place, and copies to the Chief Executive of the Archery GB at Lilleshall.

### **Health & Safety Policy Statement**

Event Organisers are statutorily required, where there are five or more volunteers at the event, and are advised, where there are fewer than five volunteers, to prepare a written policy statement in respect of the overall safety of the event. The policy should include procedures to be followed in an emergency and should be included in the programme, where appropriate. An example is attached at Annex 'A'.

### **First Aid**

Adequate arrangements should be made to ensure all emergencies requiring medical assistance can be satisfactorily and quickly dealt with. In particular:-

- a) Emergency Services must have access to all parts of the event site, car parks etc., at all times.
- b) The provision on site of first aid equipment, trained first aiders, qualified medical personnel and similar facilities should be appropriate to the site, type of event and foreseeable risk.
- c) All officials, stewards etc, must be fully briefed and trained on the emergency procedures prior to the event.
- d) The First Aid sites be clearly marked sign-posted and identified.

**Other Matters**

Other considerations are listed below with appropriate points for checking as required. If any of the points set out below are of relevance to your event, but you are not quite sure what to do, you should contact the Local Authority (Environmental Health Department) or the Chief Executive at Lilleshall.

**Electricity**

Position and routes of overhead and underground electrical cables and their distribution systems; avoidance of danger from over-head electric lines and metal structures (flag poles etc.); evidence of recent examination and test certificates for electrical installations; low voltage system trunk in and cables; earthing and earth leakage protection; inspection and testing of electrical apparatus; disconnection and removal of temporary installations.

**Main Gas**

Position and routes of gas pipelines underneath or near the site.

**Liquid Petroleum Gas**

Trade stand personnel and caterers with LPG appliances must have had these examined and tested by a competent person, and stored in a safe upright position.

**Access Routes**

Pedestrian and vehicle access routes to and from the car parks must be safe and clearly signed; police should be consulted about likely traffic problems on public roads.

**Fire Precautions**

The local fire brigade should be consulted concerning:-  
emergency access for fire brigade vehicles; adequate emergency fire fighting equipment and appliances;  
fire precautions in temporary structures; no smoking areas.

**Building and Structures**

Adequate lighting; safety of buildings and their contents (equipment, machinery, plant); access ladders; stairways with guard rails, fragile roof with catwalk ladders.

**Children**

Additional precautions are required to ensure the safety of children:-

Children under the age of 13 are not allowed to ride on or operate machinery.

Children should be excluded from the shooting area and be closely supervised.

**Safety Information**

Prominently displayed warning notices and signs, first aid sites clearly signed.

**Toilet & Washing Facilities**

Adequate provision for the expected number of visitors.

**Food Hygiene**

Caterers must comply with the local Environmental Health Department legislation.

**Licensing for Alcoholic Refreshments**

Licenses are required if alcohol is on sale (one month's notice is required).

**Remember**

The event Organiser is ultimately responsible for the Health & Safety of those who attend the event and all reasonable precautions must be taken to ensure this. If all the above mentioned points are considered and sensible steps taken to prevent accidents it is unlikely that you will fall foul of the law.

**ANNEX ' A '**

**HEALTH & SAFETY POLICY STATEMENT FOR THE EVENT**

- 1) The Organiser has the overall responsibility for Health & Safety.
- 2) The event is organised in accordance with the Health & Safety legislation and all who have ( to any extent ) control of premises or site at the event are responsible for ensuring that :-
  - a) Everything reasonably practicable is done to ensure the health and safety and welfare of those attending the event.
  - b) They conduct themselves so that they do not put themselves or anyone else at risk.
  - c) Access to and egress from the site is safe.
- 3) **Emergencies**
  - a) Emergency Services must have access to all parts of the event site at all times and members of the public, competitors and officials must not park vehicle so as to obstruct access.
  - b) First Aid points are clearly marked.
  - b) In the case of an emergency, members of the public should contact the nearest official or Dial 999 on the nearest telephone

**TELEPHONES ARE LOCATED AT**

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## ***WORKING WITH CHILDREN***

Refer to documentation guidelines issued by Archery GB - Child Protection Policy.

# ESSEX COUNTY ARCHERY ASSOCIATION INCORPORATING THE COUNTY OF SUFFOLK

## *Disciplinary Policy*

### **1. Introduction**

Section 3, of the Essex County Association including the County of Suffolk, Constitution and Rules provides for disciplinary action by County Council against members of the association.

The provisions in the Constitution and Rules require that a member subject to disciplinary action be provided with an opportunity for a fair hearing and appeal.

The present document accordingly sets out the procedure for acting on complaints prior to Council decision under Section 3 of the Essex County Association including the County of Suffolk Constitution and Rules.

### **2. Scope**

This procedure applies to complaints and allegations made about

- The conduct of ECAA Officers and Officials acting as representative of the County
- Members of the County, including Individual and Associate members and Affiliated Clubs.

This procedure does not apply to:-

- Matters which have already been the subject of an Appeal to a County organisation except where the complaint is against the conduct of such an appeal (see Note below).
- Matters raised under the Archery GB/AGB Child and Vulnerable Adult policy, which must be referred through the appropriate Safeguarding Officers to Archery GB/AGB.
- Complaints against Judges, which fall within the scope of the Disciplinary Code operated by the Regional Shooting Committee and which must be referred in writing to the Judges Liaison Officer or the Chairman of the Regional Shooting Committee
- Complaints of misconduct that arise outside the auspices of the County except where they involve an Officer or Official of the County.
- Complaints of criminal or other behaviour that requires notification to the police or to relevant regulatory authorities, in which case the matter must be referred to the relevant authorities and any County action will depend on the outcome of that referral.

Note: Complaints against the conduct of a Club investigation or appeal will be considered as complaints against the Club organisation. The original complaint and named respondent will not normally be considered except where relevant to the investigation of the Club procedure.

### **3. Definitions**

The County - Essex County Association including the County of Suffolk.

Complainant - The person or organisation making a complaint of misconduct or violation of the Rules of the County.

Respondent - The member of the County about whom the complaint is made.

## **4. Procedure**

### **4.1 Notification**

Complaints should be made in writing to the County Secretary. Complaints received by other officers and officials should be referred to the Secretary for action.

The Secretary will acknowledge receipt of the complaint and will notify the individual or organisation against whom the complaint is made ("the respondent") of the nature of the complaint and of any immediate action taken. Acknowledgement and notification of the complaint should normally be sent within seven days of receipt of the complaint by the Secretary.

Action on a complaint, including any investigation, should normally be completed within thirty days of receipt of the complaint. If this proves impractical all parties named in connection with the complaint will be notified within that time of any delay and of an expected date for completion.

### **4.2 Preliminary assessment**

On receipt of a complaint the Chairman of Council in consultation with the Secretary and, if appropriate, the Child Protection Officer, will determine whether the complaint falls within the scope at section 2 of the present procedure. If so, the Chairman of Council will further decide whether the complaint:-

- a) is such as to permit summary action by the Executive;
- b) requires investigation potentially leading to a recommendation for disciplinary action by Council;
- c) merits immediate referral to SCAS/AGB.

In assessing complaints the Chair shall have regard to:

- i) the AGB Disciplinary Policy and in particular to the provisions of the AGB Disciplinary Policy relating to Misconduct and to Serious Offences
- ii) The examples set out in the Annex to this Procedure.

Matters that fall outside the scope of the present procedure shall either be directed to appropriate authorities (including the Regional Shooting or Coaching Committees) or, where no such action is deemed necessary, shall be addressed by summary action (section 4.3).

### **4.3 Summary action**

Where the complaint permits summary action by the Executive, the action taken is at the discretion of the Executive subject to notification of the nature of the complaint and the action taken at the following Council meeting. Summary action should normally be completed within 21 days of receipt of the complaint.

### **4.4 Referral to SCAS**

Where the complaint is such as to merit immediate referral to SCAS the Secretary will do so and inform the complainant of the referral.

### **4.5 Complaint Panel**

On receipt of an allegation which is deemed to require further investigation within the County (b above), the Chairman of Council will convene a Complaint Panel of three individuals who will normally include at least one member of the Executive. The Complaint Panel may not include the President (see Appeals, below).

No member of the Complaint panel may have a material interest in the case. If a material interest prevents the Chair from acting, the Vice-Chair or another member of the Executive will act as convenor for the complaint panel.

It is further recommended that members of the Complaint panel have no significant prior knowledge of the case beyond the complaint itself; in particular, officers who have been included in prior correspondence or discussion of the particular case should not normally participate as members of the Complaint panel.

The respondent and complainant shall be notified in writing of the composition of the complaints panel and shall have up to seven calendar days to object to the composition of the panel, giving reasons for the objection. Where a reasonable objection is received the panel shall be reconstituted with no further right of objection at the discretion of the convenor or, if the objection concerns the convenor, as directed by the President.

The Complaint Panel may convene by correspondence or in person.

### **4.6 Suspension from office pending review**

The Executive may suspend a respondent from their county post pending investigation when, in the opinion of the Executive, the nature of the complaint makes it inappropriate for the respondent to continue in post during the review. Such suspension is without prejudice to the Respondent and shall not be a matter of permanent record unless upheld by subsequent Panel consideration.

### **4.7 Collection of evidence**

Where the Executive consider that there is a case that cannot be addressed by summary action:

- The Complainant will be asked to put their case in full in writing, and may name supporting witnesses who will also be asked to provide a statement in writing. The Complainant may include any additional evidence they consider relevant.
- The respondent will be provided with a copy of the complaint.

### **4.8 Formal Hearing**

The Panel shall offer the Respondent the opportunity to attend a hearing in person at which the complainant may be present. The panel shall provide the respondent with at least fourteen days' notice of such a hearing and shall permit the respondent to be accompanied or represented by one other person. Where the respondent declines the opportunity to attend a hearing in person, the respondent may provide a written response for the consideration of the panel. The panel may then convene by correspondence. The respondent may provide any additional evidence they consider relevant and may also name supporting witnesses who shall either be requested to provide a written statement and may be invited to attend a hearing in person. The panel may seek additional evidence as required, and may at its sole discretion request verbal or written evidence from any individual named in connection with the case or with knowledge that the Panel may consider pertinent to the case. The conduct of a hearing in person will normally be in accordance with the panel hearing procedure recommended in the Disciplinary Policy of Archery GB.

#### **4.9 Panel consideration**

The panel will, by correspondence or meeting in person as appropriate, consider the evidence presented. The Panel will prepare a summary of their deliberations, together with conclusions. Conclusions must be agreed unanimously within the Panel. Where the Panel cannot agree, the Panel will normally conclude that there is insufficient evidence to support the complaint. Where the panel find that a member has been guilty of misconduct or of any violation of the Rules of the Association, the panel shall additionally consider and recommend the sanction(s) to be imposed. The decision of the Panel will be notified to the complainant and to the respondent in writing.

#### **4.10 Disciplinary Action**

The Panel shall, where necessary, recommend disciplinary action to Council for ratification, including but not limited to

- removal of an officer or official from office;
- withdrawal of County Membership for a specified time (suspension), or indefinitely;
- withdrawal of any other privilege of membership for a specified time, or indefinitely.

The panel may additionally recommend summary action by the Executive where disciplinary action is not deemed necessary by the panel. Sanctions recommended by the panel shall be effective immediately upon notification by the panel.

#### **4.11 Records**

On completion of a panel consideration, a copy of the complaint and of the panel's report shall be provided to the Secretary in either hard copy or electronic form and this shall be the sole record of the panel. In order to provide for appeal panel review, on completion of the panel's consideration of a case the panel chair will retain in confidence a sealed copy of any documentary evidence received, any correspondence received by or sent from the panel, the original complaint, and the panel report. A "sealed copy" is a closed file that can not be opened without showing evidence of opening, for example a sealed envelope with signature across closures. The sealed copy should be identified solely as records pertinent to case against the respondent. Where evidence or other material is held in electronic form on a computer for the duration of the panel, that material shall, immediately on completion of the panel's consideration, be transferred to removable storage media and included in the sealed copy. All copies remaining on any other electronic device within the control of the panel, including email accounts, electronic documents, shall be deleted permanently. 'Permanently' means that any copies remaining in 'deleted' folders or other file recovery systems (for example the Windows 'recycle bin') must also be deleted. In the event of an appeal, the sealed copy shall be conveyed unopened to the appeal panel chair. The sealed copy shall not be retained beyond the time set for appeal.

## **5. Appeal**

### **5.1 Notification**

Where the complaints panel recommends disciplinary action under Section 3 of the Essex County Archery Association inc the County of Suffolk Constitution and Rules, the Respondent may appeal against a complaint panel decision. Such an appeal must be made in writing within thirty days of the date of notification of the panel's decision, stating the grounds for appeal. Appeals should be made to the Secretary in the first instance.

### **5.2 Grounds for appeal**

Appeals are permitted on the following grounds:

- The Complaints Panel failed to consider evidence presented which was material to the case.
- One or more members of the Complaints Panel had an undeclared interest in the case.
- Additional evidence has become available that was unknown to the Complaints panel.

Appeals on other grounds may be considered at the sole discretion of the President.

Appeals based solely on an objection to the conclusions of the Complaints panel or on disagreement with evidence submitted in defence will not be considered.

### **5.3 Appeal procedure**

On receipt of an appeal, the President shall convene an Appeal Panel which shall not include any member of the Complaint Panel responsible for the initial judgement. The Appeal Panel will consider the grounds for appeal.

Where the grounds for appeal are not, in the opinion of the Appeal panel, sufficient to render the Complaint panel decision unsafe, the Appeal Panel shall so inform the Respondent.

Where the Appeal Panel considers that there are grounds for appeal, the Appeal Panel may

- Review the findings of the Complaint Panel in the light of the evidence available to the Appeal Panel (which may include evidence not available to the Complaints panel)
- Following such review, uphold, amend or reverse the findings of the Complaint Panel
- Direct that the Complaint Panel be reconvened to consider additional evidence not known to them at the time of their decision. The decision of the Appeal Panel shall be notified to Council together with the recommendation of the Complaint Panel.

## **6. Council decision**

The Council will consider recommendations of a Complaint Panel together with the conclusions of any appeal at the next available Council meeting. If the complaint is against a County, a representative of that County may be present and may address Council, but that County may not vote on the recommendation.

The Council may at its discretion amend the sanction recommended by the Complaint or Appeal panel.

A two thirds majority of those present and entitled to vote is required for ratification of any disciplinary sanction.

The Secretary will notify the Respondent of Council's decision within seven days of the date of the Council meeting.

Council's decision on a disciplinary matter is final.

## **7. Confidentiality**

Complaints will be treated as confidential unless they result in disciplinary action.

Evidence provided is held to be submitted in confidence, except that the complaint shall be provided in full to the Respondent in order that they may provide a complete defence.

Council may, at its sole discretion, notify members of the County or other relevant bodies of any sanction imposed upon a member.

## **8. Relationship to SCAS Case Management Referral procedure**

This procedure is not intended to replace the Southern Counties Archery Society or Archery GB's Disciplinary Policy, Regulations and Procedures. Although both bodies are free to take the conclusions of the County body into account in forming their own conclusions, they are not obliged to do so and may come to different conclusions on individual cases.

Matters which have already been heard by Archery GB under the Archery GB disciplinary policy will not be subject to this procedure. The County will consider the conclusions of an Archery GB/SCAS disciplinary or complaints procedure binding and will not consider the case further except as indicated below.

The County may nonetheless consider additional action following notification of the outcome of a Archery GB disciplinary procedure; in particular, the County will normally consider withdrawal of membership of the County from individuals or organisations whose conduct is found by Archery GB/SCAS to be inconsistent with continued membership of Archery GB.

## Annex: Examples

The following examples of possible complaints and the typical action are for the guidance of the Chairman of Council in considering action relevant to a complaint, for individuals considering a complaint and for members of a panel convened to investigate a complaint. The Examples are informative and the decision taken in any particular case remains with the Executive in the first instance.

Nature of complaint	Typical County action
Complaint about an officer or official of the County falling short of normal expectations of the duties of the office.	Complaints of this kind should normally be made to the County General Member in the first instance, who can raise the matter at Council in the normal course of business. Where a complaint is made directly to the executive, the officer/official should be notified of the complaint and the complaint brought to the attention of Council in the normal course of reporting. This is not normally a disciplinary matter.
Persistent criticism of club or county officials.	This is not normally a County issue and should be dealt with locally. Note that criticism is not of itself misconduct and should normally be treated by responding accurately to the criticism. However, criticism communicated to third parties without the knowledge of the target of the criticism certainly is a form of misconduct, and if persistent and or if unfounded is usually considered sufficient to justify exclusion from a Club**. For example, inaccurate complaints about a club committee's management to other club members or about a coach to the archer being coached without first informing the target of those allegations can seriously and unfairly impact on those individuals' contribution to the sport as well as their personal well-being.
Offensive language used by an individual at a shooting event.	No County action is normally taken. This matter should be dealt with immediately by the event organiser or by club officials but is not normally sufficiently serious to merit disciplinary action unless so persistent as to compromise the reputation of the Club.
Offensive language used at a shooting event at which juniors are present.	As above
Allegation of financial irregularity on the part of a club or county official.	This matter should have been taken up directly with the club or county committee. The County should therefore normally refer this to the relevant Committee to consider or, if the club secretary is involved, to the Club Chairman. If fraud against the complainant is alleged, the complainant should be advised that they should obtain legal advice immediately and, if material financial loss is involved, refer the matter to the police.
Abusive language directed by an adult at juniors.	This matter should be dealt with immediately by the event organiser or by club officials and should be referred to the club for consideration as a disciplinary matter. A written caution is advised on first offence and expulsion may be appropriate on subsequent repetition.
Moderate violence (not causing appreciable injury) directed at a fellow archer or member of the public whilst identifiable as a member of the association.	A County matter only if at a County event or occurring in the course of a County official's duties; otherwise the matter should be referred to the closest responsible body (usually the club). The County should not normally re-examine an incident already considered locally. Violence of any kind compromises safety even if no injury occurs as a direct result. Disciplinary action is therefore merited against the initiator. Temporary suspension of access to facilities or of membership are recommended on first occurrence; permanent exclusion should

	be considered on subsequent repetition.
Allegation of malicious instigation of a complaint using formal disciplinary procedures.	This will normally be considered as misconduct meriting investigation. Note, however, that 'malicious' behaviour depends on intent and evidence of intent - usually in the form of clear personal interest coupled with a complaint regarding an otherwise trivial incident- would be required to sustain a case.
Violent or abusive behaviour directed at a County official (including a judge or tournament organiser) in the course of their duties	This will normally be considered grounds for immediate disqualification from competition at the event concerned, and the County will normally consider this a serious offence meriting immediate and possibly extended suspension.
An allegation of drug use for performance enhancement, or of supply of drugs for that purpose	These are serious violations subject to action under IOC rules and will normally be referred immediately to Archery GB/SCAS for consideration. Proof of such conduct would normally lead to extended or permanent exclusion from the County.
An allegation of cheating at a County tournament.	Disqualification from the event is normal if the offence is proven at the time. In addition, the matter should be treated as a case of misconduct. Depending on the severity of the offence the County would normally reprimand on first offence and exclude from County events or membership on severe or repeated offences. If at a national record status event the matter should additionally be notified to Archery GB.

Notes:

1. Temporary or permanent exclusion from a Club or County on safety or other grounds should always be notified to the Region as associate membership of the Region is conditional upon Club and County membership.

## **ARCHIVED**

### **Guidelines for Warwick Round – County Claims**

#### Page Deleted (Council Minutes 109/17)

Records in the Archers' own club from 1<sup>st</sup> "October through to 31<sup>st</sup> 'March". G.N.A.S. Rules to apply

1. At least two archers must shoot together and must sign each other's score sheet.
2. The score sheet must be signed by the club's Records Officer or Secretary.
3. Each Council Meeting the highest score male/female will be made available by the County Records Officer (Senior and Junior).
4. Archers can shoot up a group but not down.
5. Archers may submit their scores by use of e-mail.
6. Archers may submit claims for Warwick Records when competing at a record status shoot outside of club



## ESSEX GUILD OF ARCHERY COACHES - TERMS OF REFERENCE

1. **NAME** \_\_\_\_\_ The Title of this group shall be:-  
\_\_\_\_\_ **THE ESSEX GUILD OF ARCHERY COACHES (E.G.A.C.)**  
\_\_\_\_\_ Hereinafter called 'The Guild'
  
2. **MEMBERSHIP** \_\_\_\_\_ Membership shall be available to coaches of all grades of The Grand National Archery Society (G.N.A.S.) coaches and Leaders within the County of Essex. Associate membership shall be available to coaches from other Counties and payment of a nominal administration fee.
  
3. **OBJECTIVES** \_\_\_\_\_
  - i) \_\_\_\_\_ To support the objectives of the Essex County Archery Association (E.C.A.A) in promoting through organised coaching, all forms of archery recognised by the G.N.A.S.
  
  - \_\_\_\_\_ ii) \_\_\_\_\_ To advise the E.C.A.A on all matters relating to the coaching of archery in the County.
  
  - \_\_\_\_\_ iii) \_\_\_\_\_ To promote and encourage the free flow of expertise and assistance in coaching and allied matters.
  
  - \_\_\_\_\_ iv) \_\_\_\_\_ To maintain strong links with the archers, the Regional Coaching Committee (R.C.C.) and the G.N.A.S.
  
4. **OFFICERS** \_\_\_\_\_ The Committee shall be served by the following officers nominated and elected annually. The appointment of CCO's must be ratified by the E.C.A.A.  
  
\_\_\_\_\_ **Chairman:**  
\_\_\_\_\_ Will guide the debates and generally keep things within the agenda at all E.G.A.C. meetings.  
  
\_\_\_\_\_ **Vice Chairman:**  
\_\_\_\_\_ The Vice Chairman will stand in and act on behalf of the Chairman when he/she is unavailable or where required.  
  
\_\_\_\_\_ **Treasurer:**  
\_\_\_\_\_ Will keep an account of the Guild's finances, report on these accounts at meetings and prepare a statement of accounts for presentation at the AGM.  
  
\_\_\_\_\_ **Regional Representative:**  
\_\_\_\_\_ Will liaise with the Regional Coaching Committee (R.C.C.) in order to maintain strong links between the E.G.A.C. and the R.C.C.  
  
\_\_\_\_\_ The roles and responsibilities of CCO's overlap and they will generally work closely, but in general terms their responsibilities will be as follows –  
  
\_\_\_\_\_ **CCO (Development)**  
\_\_\_\_\_ Coach certification renewals, new club support and fundraising.  
  
\_\_\_\_\_ **CCO (Education)**  
\_\_\_\_\_ Coach education, courses and workshops.  
  
\_\_\_\_\_ **CCO (Performance)**  
\_\_\_\_\_ Performance coaching, coaching clinics and squads.  
  
\_\_\_\_\_ **General Member:**  
\_\_\_\_\_ To represent the remainder of the Guild.  
  
\_\_\_\_\_ All the above officers are to be members of the E.C.A.A and the E.G.A.C. The E.G.A.C. may appoint persons who need not necessarily be members of the E.G.A.C. to undertake specific tasks for the Committee as the need arises.

- 5. MEETINGS** Quarterly meetings shall be held for the purpose of discussing and initiating coaching activities in the County.
- The Annual General Meeting shall be held in December.
- The election of officers, by a show of hands, will take place at the meeting.
- All members of the Guild have the right to vote at the Annual General Meeting. The Chair shall have a casting vote.
- Seven (7) days notice shall be given of all meetings other than Extraordinary General Meetings and Annual General Meetings which shall be 14 days.
- Quorum**  
Six (6) members are required to form a quorum, two of whom are to be members of the committee.
- Committee**  
The Committee will meet when necessary. A quorum of the committee will consist of three members, one of whom must be the Chair, Secretary or Treasurer.
- The outcome of such meetings to be reported at the next meeting of the E.G.A.C.
- Extra Ordinary Meeting(s)**  
An Extra Ordinary General Meeting may be called by the committee or by notice signed by not less than ONE THIRD (1/3) of the membership of the Guild.
- Written notice of at least fourteen (14) days must be given before the date desired.
- 6. ASSETS** All property of the Guild shall be vested in the E.G.A.C. and an inventory shall be maintained of such property.
- In the event of the dissolution of the Guild, all assets including equipment, remaining after the payment of all liabilities shall be handed to the Essex County Archery Association.
- 7. AMENDMENTS** Any proposed amendments to this document must be received by the Secretary twenty eight (28) days before an A.G.M.

These Terms of Reference apply as from 1st December 2004  
These Terms of Reference were declared obsolete February 2021