

# **KENT ARCHERY ASSOCIATION**

[www.archerykent.org.uk](http://www.archerykent.org.uk)



## **CLUB GUIDE**

## **CLUB SECRETARY**

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## **INTRODUCTION**

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No guide to being an archery club secretary can be comprehensive, if only because each club is entitled to organise the way it conducts its internal administration in a way that best suits its own needs.

Having said that, it is apparent from some members who have taken on this post for the first time, that they would appreciate help and guidance. Although they are likely to be familiar with the internal workings of their club, most have no previous experience of how the national, regional and county governing bodies work and what they expect or require of club secretaries.

This guide is intended to fill some of the larger holes, but it would be surprising if it covered everything at the first attempt. The content of this guide is based on questions that have been asked recently - if situations arise that are not covered in this guide, please let the KAA Operational Committee know, so that additional help can be added to this document.

There is always some amount of bureaucracy involved in running a club and these days, with an ever-increasing burden of legislation, that burden is certainly not getting any less. Much of the time, when things are going smoothly, some of it might seem to be a waste of time; however the value often arises when things go wrong – for example a serious complaint or insurance claim following an accident might be easy to resolve if your record keeping is good, or impossible to resolve if you haven't kept those records.

One of the 'arts' of being a good secretary is knowing where to strike the best balance. We hope that the information contained in this guide will help you get it right in the context of your club.

## RESPONSIBILITIES

### Membership

The secretary is normally responsible for dealing with new membership applications and renewals, but in many clubs this dealt with by the treasurer or someone else. But regardless of who has this job at your club, ArcheryGB will always send correspondence to the club secretary. So when you receive the renewal documentation, if you need to pass it on to someone else, it is advisable to do so quickly, rather than wait until just before action is due to be completed.

A separate guide to the membership process will become available, once the new system has bedded down; in the meantime, the KAA will publish temporary guidance on its website and by mailshot to club secretaries.

### Club Target Days

The main responsibilities of the secretary are:

- If your club maintains an attendance register, make sure your members sign in when they arrive (although not mandatory, a well-maintained attendance register is valuable if you charge session or target fees and especially valuable to prove the presence/absence of members in cases of complaints or insurance claims),
- Make sure that your members know where the accident book is, that any incidents are recorded and that the final outcome is also recorded – don't forget to review any open incidents regularly,
- Make sure that all lost arrows and their believed location are recorded and that this is updated when they are found (*mandatory*, unless the ground is only used by your club),
- Although members should be encouraged to have their own copy of the GNAS Rules of Shooting, there should always be a copy readily available on any occasion that shooting is taking place.

### Club Management Committee Meetings

It is normally the responsibility of the club secretary to:

- organise meetings of the club's management committee (check your constitution in case it specifies how often you must hold them),
- notify members within agreed timescales (this should be in your constitution),
- keep minutes of these meetings and ensure that those minutes are approved (normally at the next meeting of the club's management committee),
- ensure that any action approved at the meeting is actually carried out,
- keep your club members informed about what is happening and what is planned.

For the most part what and how you record meetings is purely at the discretion of the club, bearing in mind the need to document major decisions. However there are a few things that are very important in case of problems and any future insurance claim and are therefore mandatory:

- any changes to your shooting venue (and any judges inspection carried out),

	ArcheryGB	SCAS	KAA
<b>Notify changes to:</b>	✓	✓	✓

- any changes to your agreed club target days (i.e. when members are permitted to use the ground),
- dates, times and locations of beginners' courses,
- dates, times and locations of any public have-a-go events.

The last three points don't have to be notified to anyone else, but they must be recorded in case it becomes necessary to make an insurance claim – for example if you change your club target day and subsequently there is an accident, the insurers might be able to claim that it was not a target day (and that they are therefore not liable), if there is no official record of the change.

## **Club General Meetings**

It is normally the responsibility of the club secretary to:

- organise club AGMs and EGMs (when required),
- notify members within agreed timescales (this should be in your constitution),
- keep minutes of these meetings and ensure that those minutes are approved (normally at the next AGM, or as specified in your constitution),
- ensure that any action approved at the meeting is actually carried out.

The AGM is normally the time when the club elects its officers for the coming year and makes any changes to its constitution – please see the corresponding sections below, which give details of what you need to do in each of these cases.

Make sure you have a copy of your club constitution handy at meetings, so that procedural issues can be settled on the spot rather than discover later that a decision was unconstitutional.

## **Changes to Club Officers**

After the club AGM, or any other occasion when certain key officers change, the following organisations must each be notified of changes:

	<b>ArcheryGB</b>	<b>SCAS</b>	<b>KAA</b>
<b>Secretary:</b>	✓	✓	✓
<b>CPO:</b>	✓	✓	✓
<b>Records Officer:</b>	✗	✗	✓
<b>Public Contact:</b>	always the club secretary		✓

Details of other committee positions are not required.

Notification should normally be in writing to GNAS/ArcheryGB and SCAS from the outgoing secretary; the KAA will happily accept email notification and a form is available from the Download section of the KAA website, or on request from the county secretary.

## **Public Contact**

The secretary is normally the first point of contact for a club for enquiries from outside the sport, so anyone contacting the GNAS/ArcheryGB office, looking for a club, will normally be referred to the secretary of a nearby club. Contact from the public in this way is infrequent, as most people now tend to search for details on the internet and contact direct by email.

However, the KAA maintains a separate optional contact for responses to public enquiries – if no public contact information is provided, the secretary will be the default contact. It is this public contact whose details will be given on the KAA website, although if your club has its own website, we would normally provide a link to that, where you have complete control over what information you make public.

In all cases, the KAA will not give out postal addresses to members of the public.

## **Safeguarding**

It is strongly recommended that your club appoints a Child Protection Officer (CPO), as described in the GNAS/ArcheryGB Policy for Safeguarding Children, Young People and Vulnerable Adults.

If your club has appointed a CPO, then all correspondence relating to safeguarding and welfare matters will be sent direct to that person; if your club does not have a CPO, then the club secretary will remain the point of contact for all such matters.

It is advisable to ensure that your club has a copy of the current GNAS/ArcheryGB binder, containing the Policy for Safeguarding Children, Young People and Vulnerable Adults – it should be held by the person who will deal with safeguarding matters. If you do not have a copy, contact the GNAS/ArcheryGB CPO at Lilleshall.

## **Club Constitution**

GNAS/ArcheryGB requires that every club is governed by a suitable constitution and that the constitution contains certain mandatory clauses (e.g. recognition of the GNAS/ArcheryGB Safeguarding policy). However, with more than 1100 clubs nationally, there is no practical way that they could store or check so many; responsibility for this has therefore been delegated to the county associations.

It is therefore important that whenever a new club is formed, or an existing club adopts any change to its constitution, a copy of that constitution must be sent to the county secretary.

	<b>ArcheryGB</b>	<b>SCAS</b>	<b>KAA</b>
<b>Notify changes to:</b>	<b>x</b>	<b>x</b>	<b>✓</b>

The preferred method is by emailing an electronic copy, either in PDF format or in any other format that can be opened in the current version of Microsoft Office (e.g. Word or Publisher). If that is not practical, then a printed copy will be perfectly acceptable.

Please ensure that the constitution includes the date on which it was adopted.

## **ArcheryGB Mailings**

The main organ of news is the ArcheryUK magazine, which (apart from reports from clubs and tournaments) contains details of what is happening at national level, including proposed changes to rules and policies that will affect all archers. As some do choose to opt out of receiving it, it is important that club secretaries do at least scan through it and keep their members informed of important content.

ArcheryGB also produces a club "eZine" which is sent to club secretaries from time to time to keep clubs informed of developments on a shorter timescale. It is recommended that secretaries read this, as it may contain useful information.

## **SCAS "Green Book" Directory**

The SCAS Clubs Directory is published annually and contains lists of clubs, judges, coaches, etc.. Its purpose is primarily to help clubs, tournament organisers and event organisers to circulate information round the people or clubs in their area. This booklet is not circulated outside the sport.

It is the responsibility of club secretaries to ensure that their entry is kept up to date, as mentioned above – to notify/request changes, please contact the SCAS secretary direct.

## **KAA Information**

The county association sends agendas and minutes of meetings to all club secretaries and direct members. While some of this information may appear on the county website, it is not yet practical to make all of it available there.

Secretaries should therefore keep their members informed of the most important developments, either by circulating it or making it available on the club notice-board. This is particularly important when it comes to notification of AGMs and EGMs – if you don't keep your members informed, then you are effectively preventing them from attending and voting on matters that are likely to affect them.

## **GNAS Rules of Shooting**

It is important that members have a personal copy of the GNAS Rules of Shooting. It is also advisable for the club to have a separate copy that is guaranteed to be available whenever shooting is taking place.

However, all these copies **must** be kept up to date, as an out of date copy could well mislead – this could cause especial problems where there have been changes to safety requirements.

Keep a look out in ArcheryUK, particularly the Spring Edition, for confirmation that updated pages are available. Although new pages are normally only published every alternate year, some changes might be introduced at other times, in which case it might be necessary to photocopy the corresponding section of ArcheryUK or download the changes from the ArcheryGB website.

Updated pages are normally available biennially direct from ArcheryGB free of charge, except for the cost of postage. It normally works out cheaper overall if the club orders copies for itself and all of its members in one go – it also dramatically improves the chances of members having an up to date book.

The Shooting Administrative Procedures (SAPs) are included with the Rules and contain useful information about the Classification System, awards such as the Six Gold End Badge and a short précis of the insurance cover.

The Handicap Tables are also useful, but may be supplied separately from the Rules and SAPs.

## **GNAS Handicap Medal**

If your club holds a GNAS Handicap Medal, it is important to remember that it remains the property of GNAS and they might ask for it back if it is not being awarded, or they are not kept informed that it is being awarded. The names of winners are then published in ArcheryUK, so this can also be a good way to make sure that developing archers get the public recognition that they deserve.

It is likely that in most clubs it is the club Records Officer who is responsible for determining who gets it each year and for informing GNAS/ArcheryGB; but remember that the club secretary is the main point of contact and is therefore responsible for making sure that this is done.

## CONTACTS

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GNAS/ArcheryGB officers and staff:	Refer to the current issue of ArcheryUK – near the back.
SCAS officers:	A list is included in the SCAS “Green Book” sent out annually to all club secretaries; alternatively ArcheryUK normally contains contact details for the SCAS secretary.
KAA committee officers:	A list is sent out annually to all clubs; otherwise contact the county secretary at <a href="mailto:secretary@archerykent.org.uk">secretary@archerykent.org.uk</a> .

## USEFUL SOURCES OF INFORMATION

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KAA website: ( <a href="http://www.archerykent.org.uk">www.archerykent.org.uk</a> )	Contains news relating to local and national issues, details of county policies and links to many sources of information about archery and sport administration.
GNAS/ArcheryGB website: ( <a href="http://www.archerygb.org">www.archerygb.org</a> )	Contains national news, tournaments, official documents and a library of information and templates useful to clubs. The ‘Development’ section also holds an increasing number of guides to various aspects of the sport and its administration, including a sample constitution.
RunningSports: ( <a href="http://www.runningsports.org">www.runningsports.org</a> )	Not about track athletics, but how to run a sports club, including useful courses, funding opportunities and downloads of generic descriptions of many key roles in club management (including the Secretary).
KentSport: ( <a href="http://www.kentsport.org">www.kentsport.org</a> )	Information about funding opportunities, training and volunteering in Kent.

## WAYS OF PUBLICISING YOUR CLUB

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There are a number of ways in which you can be found by the general public, but don't forget to keep them updated if your club changes venue or your preferred contact changes:

The KCC website holds a list of clubs and societies on:

[http://www.kent.gov.uk/leisure\\_and\\_culture/arts\\_and\\_entertainment/clubs\\_and\\_societies.aspx](http://www.kent.gov.uk/leisure_and_culture/arts_and_entertainment/clubs_and_societies.aspx)