

# CLUB RULES

of

## Friars Gate Archers

a registered charity

**Affiliated to Archery GB, Southern Counties Archery Society, and Sussex County Archery Association**

### Administrative details

1. **Name** – the name of the club is Friars Gate Archers. We are an unincorporated association registered as a Charity in England and Wales. Our Charity Registration No. is 1206778
2. (Hereafter in this document Friars Gate Archers is called “the Club”)
3. **Postal Address** – the postal address of the Club is that of the current Secretary or of the current Chairperson if the post of Secretary is vacant.
4. **Email address** - the default email address is: friarsgatesecretary@gmail.com

The aims and objectives of the Club are:

The advancement for the public benefit of amateur sport to people of all ages through the promotion of community participation in archery in all its forms (except bow hunting and crossbow) in East Sussex and neighbouring counties;

The advancement of citizenship or community development through the promotion of volunteering, the creation of opportunities for volunteering, the support of volunteers and the development of community capacity;

The advancement of the arts, culture, heritage or science through the preservation of the historical traditions of archery;

The relief of those in need by reason of youth, age, ill-health or disability, financial hardship or other disadvantage, through the provision of appropriate support to enable participation in the Charity’s activities.

# The Rules

## **1** Members

- 1.1 Full Membership of the Club shall be open to all persons aged 18 years and above, interested in advancing the objectives of the Club and who are willing to abide by these Rules subject only to practical size and safety limits dictated by the available facilities. Every full member shall have one vote at General Meetings.
- 1.2 Membership of the Club becomes effective when the member has paid to the Club the prescribed Club, County, Regional and National membership fees for the year
- 1.3 The above also applies to disabled members who, additionally, must be registered as such with Archery GB via the Membership Secretary.

## **2** Other Archers

- 2.1 **Juniors** – are archers aged from 11 years to under 21 who have been approved by the Club and who have paid to the Club the prescribed Club, County, Regional and National fees for the year.
- 2.2 **Families** - any group of 3 or more people aged 11 and above (with at least one being 21 years or older) who are resident at the same address, where the under 21s have each been approved by the Club and the over-21(s) accepted as (a) member(s) of the Club and have paid to the Club the prescribed Club, County, Regional and National membership fees for the year. In the case of families, all members aged 18 and above are entitled to vote in General Meetings.
- 2.3 **Associate Members** – Any associate members wishing to take part in organised competitive shoots must be registered with and insured through Archery GB.

**Senior Associate** – any person of 18 years or older who has been accepted As an Associate of the Club, has paid to FGA the prescribed Club Associate fee, is a full member of a bona fide parent archery club and is adequately insured.

**Junior Associate** – any person aged between 11 and 21 years of age who has been accepted as an Associate of the Club, has paid to FGA the prescribed Club Associate fee, is a junior of a bona fide parent archery club and is adequately insured.

**Field Associates (Senior & Junior)** – Subject to the age qualifications (above) any Archer who has been approved as a Field Associate of the Club, has paid to FGA the prescribed Club Associate fee, is a full member or junior of a bona fide parent archery club and is adequately insured. Field Associates are entitled to use only the Club's field archery facilities on designated shooting days and in accordance with the rules and practices established by the Club.

**Indoor Associates (Senior & Junior)** – Any archer who, with reference to the age categories (above) has been accepted as an Indoor Associate of the Club, has paid to FGA the prescribed Club Associate fee, is a full member or junior of a bona fide parent archery club and is adequately insured. Indoor Associates are only permitted to access the Club's indoor archery facilities on designated shooting days and in accordance with the rules and practices established by the Club.

**Affiliate** – any non-shooting person who wishes to be associated with the Club, on making an appropriate donation.

**Honorary member** – The trustees have the right to confer honorary membership on any deserving person in recognition of their services to the Club or to archery in general.

### **3. Rights and Responsibilities of Membership**

3.1 Every full member, junior and associate shall be bound to further the objects of the Club and shall observe the Rules as well as the Club's Constitution and Policies, together with those of the Sussex County Archery Association (SCAA), the Southern Counties Archery Society (SCAS), and Archery GB.

3.2 All members shall be entitled to ready access to the general communications of the Club, to be present or represented at functions and events arranged by the Club and to receive such support and assistance as the Club is able to offer.

3.3 Membership of the Club will terminate:

In the event of the member's death;

The member resigns, giving written notice;

Any sum due from the member is not paid in full **within 1 month** of it first falling due;

Membership is withdrawn by vote of the trustees in accordance with the Club's Constitution when it is deemed that termination of membership is in the best interests of the Club.

3.4 No member whose membership fees are in arrears shall:

Be allowed to shoot or participate in any other activities of the Club;

Vote at a meeting of the Club;

Hold office within the Club;

Call a Special General Meeting.

- 3.5 When target shooting, either indoors or out, members will at all times adhere to the Rules of Shooting as set out by Archery GB. These are updated from time to time. The latest version is available for download from the Archery GB website.

Members will also follow Club safety rules, procedures and etiquette.

Solo shooting may be permitted, only on the outdoor target ranges, to archers over the age of 21 years who have been shooting for more than 3 months. Special rules apply to solo shooting and permission can only be given by the Head Coach who should be contacted using the appropriate application form.

Solo shooting is strictly prohibited at any of our Field Archery sites.

All members have a responsibility to use their best efforts to ensure safety as well as the security of land, property and equipment belonging to the Club or which are in the Club's keeping.

All members are expected to play an appropriate part in the maintenance and upkeep of such land, property and equipment.

#### 4. Discipline

The Club has established procedures for addressing inappropriate conduct, in addition to being bound by various statutory obligations.

- 4.1 The Committee may at any meeting of trustees, by a two-thirds majority, pass a resolution to reprimand, suspend or terminate the membership of any member who has violated the Club Rules or policies, or whose conduct is deemed detrimental to the best interests of the club.
- 4.2 Such a resolution may only be passed if the member has been given at least 21 days' notice in writing or by email of the Board meeting at which the resolution will be proposed and the reason why it is to be proposed, and at which either the member – or the member's representative – has been allowed to make representations.
- 4.3 The decision of the Committee shall be communicated to the member in writing and the Committee shall not be required to explain its actions to any but those concerned. The Committee is however free, if it so decides, to publish its decision in any medium, including the journals of national or international archery bodies.
- 4.4 The member will be allowed 28 days from the date of communication of the Board's decision in which to lodge an appeal against that decision, in writing to the Secretary of the Club. The Board shall not communicate its decision, other than to the member, until that period has expired or an appeal has been lodged, whichever is the sooner.

- 4.5 In the event of an appeal against the Board's decision, the Chairman of the County Committee shall be requested to appoint an Appeal Panel of three independent individuals. No member of the Club's Board may sit on this panel. The Panel may hear such witnesses and consider such evidence as it shall think fit and its decision shall be binding both upon the appellant and the Club.

## 5. Applications for membership

An application for membership shall be made in writing by post or email to the Membership Secretary of the Club and shall be accompanied by the necessary fees. The application form shall contain all the data needed to complete Archery GB membership and other record forms.

## 6. Club Dues

- 6.1 All Club dues shall be as determined by the Club's Board of Trustees from time to time.
- 6.2 All memberships are annual. Subscriptions fall due each year on the anniversary of the member joining the Club.  
September for the following year commencing 1<sup>st</sup> October.
- 6.3 The Club does offer a payment plan facility.
- 6.4 The Trustees, mindful of the Club's charitable status, reserve the right to waive, in their absolute discretion, all fees in part or in full for any member or prospective member for any period of time to alleviate genuine hardship and to support participation.

## 7. Management of the Club

- 7.1 The affairs of the Club shall be managed by the Club's Board of Trustees which shall have such powers, duties and responsibilities as are laid down in the Constitution and Rules and are not otherwise directed to by the full members voting in General Meeting.
- 7.2 Where there is any conflict between the Constitution and the Rules of the Club, the Constitution will prevail.
- 7.3 For charity purposes, the Club has three officers: Chair, Secretary & Treasurer. The officers and other members of the committee are the trustees of the charity. Officers and trustees will be elected annually at the Annual General Meeting. All trustees will serve for one year but may stand for re-election
- 7.4 The Board shall consist of the following trustees whose services shall be honorary:

Chair

Secretary  
Treasurer  
Welfare/Safeguarding Officer  
Membership Secretary  
Records Officer  
Equipment Officer  
Field Secretary  
Head Coach  
Website Officer  
Fixtures Secretary / Competitions  
252 Organiser  
Social Secretary

- 7.5 The Trustees may decide from time to time to appoint other trustees or to co-opt other persons to the Board ex officio for particular purposes. Ex officio appointments shall not be entitled to vote at Committee meetings, nor shall their co-option persist beyond the next General Meeting without the approval of the members. Board-appointed trustees must stand down at the General Meeting following their appointment but are eligible for re-election.

## 8. Board Meetings

A minimum of 4 Board meetings will be held each year, in March, June, September and December. Meetings may be held either in person or over the internet.

## 9. Elections

- 9.1 Every full member aged 18 and over has one vote.  
9.2 All trustees shall be elected at the AGM. Retiring trustees shall be eligible for re-election.  
9.3 The period of office of Committee members shall commence at the termination of the General Meeting at which they are elected.  
9.4 All members with voting rights are entitled to make nominations for candidates to fill positions on the Committee. Nominations must be lodged with the Secretary of the Club not less than 21 days before the date of the General Meeting at which the election will take place.  
9.5 Nominations must show the name of the proposer(s) and must be countersigned by the nominee to confirm his or her willingness to fill the vacancy.  
9.6 A trusteeship shall cease before the end of the elected term if:

The trustee is disqualified from being a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory change to those provisions);

The trustee ceases to be a member of the Club;

In the written opinion, given to the Club, of a registered medical practitioner treating that person, that the person has become physically or mentally incapable of acting as a Trustee and may remain so for more than three months;

The Trustee resigns as a Trustee by notice to the Club (but only if at least two Trustees remain in office when the notice of resignation is to take effect); or

The Trustee is absent without the permission of the Board from all their meetings held within a period of six consecutive months and the trustees resolve that his or her office be vacated.

## 10. General Meetings

- 10.1 The General Meeting of the Club shall be held once in every calendar year, on or before 31<sup>st</sup> March as the Annual General Meeting.
- 10.2 All those entitled to receive the notices of the Club (Rule 12) will be given at least 21 days' notice by email of any General Meeting, specifying the day, the hour and the place of the meeting and in the case of Special General Meetings, the specific nature of the business to be transacted. Proof of timely posting of such a notice shall be sufficient proof of notice and the accidental omission to give such notice or the non-receipt of such notice by an individual shall not invalidate the proceedings of any General Meeting.
- 10.3 All General Meetings of the Club other than the Annual General Meeting shall be called Special General Meetings.
- 10.4 Special General Meetings of the Club may be called by the Trustees at any time, or if requested in writing by at least 10 members of the Club or one-tenth of the membership, whichever is the greater. The request must state the nature of the business that is to be discussed. If the trustees fail to hold the meeting within 28 days of the request being received by the Secretary, the members may proceed to call a Special General Meeting, but in doing so they must comply with the provisions of the Club's Constitution.

## 11. Proceedings at General Meetings

The ordinary business of the Annual General Meeting shall be:

- To present the Notice of the Meeting
- To approve the Annual Accounts and Financial Report
- To approve the Annual Report of the Committee
- To elect the new Committee members.

Any other business to be conducted at the AGM shall be called Special Business and will be the subject of specific detail in the Agenda. Any member wishing to raise a specific issue at the AGM is required to advise the Hon. Secretary no less than 14 days prior to the date of the AGM.

No business will be conducted at a General Meeting unless a quorum is present when the meeting moves to business. As provided by the Constitution a quorum is either 5 members entitled to vote on the business to be conducted at the meeting or one-tenth of the total membership entitled to vote at the time, whichever is the greater.

If a quorum is not present within 30 minutes of the time the meeting is due to start or if, having started the meeting at any point becomes inquorate, the meeting will be adjourned to such time and place as the trustees shall determine.

The trustees must reconvene the meeting and must give at least 7 days' clear notice of the reconvened meeting, stating the date, time and place of the meeting.

If no quorum is present at the reconvened meeting within 15 minutes of the time set for the meeting to start, the members present at that time will be deemed to constitute the quorum for that meeting.

General meetings will be chaired by the person who has been elected as Chairman. If there is no such person or if he or she is not present within 15 minutes of the time appointed for the meeting to start, a trustee nominated by the trustees will chair the meeting.

If there is only one trustee present and he or she is willing to act, that trustee shall chair the meeting.

If no trustee is present and willing to chair the meeting within 15 minutes of the time appointed for it to start, those full members present and entitled to vote must choose one of their number to chair the meeting.

**Voting rights: every full member aged 18 years and above has one vote.** In case of an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

## 12. [Accounts](#)

12.1 The trustees shall ensure that proper and sufficient books of account are kept in such a manner as to give a good and fair view of the Club's affairs with regard to

- The assets and liabilities of the Club
- Income, expenditure and the matters giving rise to such income and expenditure

- All sales and purchases of goods and services by the Club
- 12.2 The books of account shall be kept at the home of the current Hon. Treasurer or, if that position is unfilled, at the home of the current Hon. Secretary. The accounts shall be available for examination at every Board meeting.
- 12.3 The trustees will present annual accounts and a financial report to members at the AGM each year.
- 12.4 The Club's financial year runs from 1<sup>st</sup> September to 31<sup>st</sup> August.
- 12.5 The Board will audit the Club's accounts at least annually and will submit a financial return to the Charity Commission following the AGM each year.

### 13. [Notices](#)

- 13.1 Each member shall provide the Membership Secretary with their current postal address and if possible a current email address and telephone number for contact purposes. The Club's preferred formal means of communication is email and also maintains informal messaging groups on WhatsApp.
- 13.2 A notice may be served by the Club on any member either personally or by post, email or other electronic communication, or by leaving it at the member's postal address. A notice shall be deemed to have been received 72 hours after posting in hard copy or 48 hours after hand delivery or transmission by electronic means.

### 14. [Tournaments](#)

- 14.1 The Club shall hold annual outdoor and indoor tournaments and any other archery events that it may require. Such events may be open or closed. Closed tournaments are only available to Club members and associate members.
- 14.2 The Club may enter representational teams in any suitable events.
- 14.3 Club teams will be selected in accordance with the procedures agreed by the trustees from time to time using transparent mechanisms that are clearly visible to all members.
- 14.4 Club teams will be made up only of Club members who are entitled to represent the Club in accordance with the Archery GB Laws and Rules of Shooting.

### 15. [Records](#)

- 15.1 The Club shall maintain records of the scores shot by each member in each branch of the sport of archery as defined in the Archery GB Rules of Shooting.

- 15.2 Scores achieved by members will be forwarded from time to time to the Sussex County Association as necessary, in accordance with the requirements of that body.

## 16. Data Protection

- 16.1 The Club is committed to fulfilling its statutory obligations under the Privacy and Electronic Communications (EC Directive) Regulations 2003, General Data Protection Regulation 2017, the Data Protection Act 2018 and the Data (Use and Access) Act 2025.
- 16.2 The Club will publish on its website ([www.friarsgatearchers.com](http://www.friarsgatearchers.com)) a Privacy Notice explaining how the Club collects and uses personal data about its members. The notice will be amended from time to time as the Club's use of members' personal data changes. Any such changes shall be agreed by the trustees with regard to the Club's statutory responsibilities under Data Protection legislation, and published to members.
- 16.3 Data Protection statements will be made whenever personal data is collected, for example on Beginners' course application forms, membership application forms and tournament application forms.

## 17. Changes to the Rules

- 17.1 The trustees may issue emergency instructions to members from time to time in the **immediate interests of safety and security**. Examples could include temporary range closures and temporary restrictions on shooting. Such temporary instructions do not need ratification by members in a General Meeting.
- 17.2 Generally, additions and amendments to the Rules of the Club may be made from time to time by the trustees in the **interests of safety and security**. The only proviso is that such additions or amendments must be ratified by Full Members in due course as Special Business at the next Annual General Meeting.
- 17.3 Otherwise the Rules of the Club may only be altered, amended, repealed or added to by a special resolution proposed in General Meeting.
- 17.4 No alteration shall be made to the Rules of the Club that would have the effect of putting the Rules in conflict with the Club's charitable status, the constitution of Archery GB or of the Regional and County bodies to which the Club is affiliated.
- 17.5 In the event of any conflict arising between the various rules, the Club's charitable Constitution will prevail.

## 18. Club Policies

18.1 As a community sports organisation, as a registered charity and in its commitment to best practice, the Club will meet its obligation to produce and adhere to a number of written policies which will be reviewed regularly.

18.2 The Club will publish its policies on its website so that they are readily-available to members and to other stakeholders.

18.3 As of 23.03.2026 the Club has the following policies in place:

- Safeguarding Children
- Safeguarding Vulnerable Adults
- Equality & Diversity
- Environmental
- Data Protection
- Health & Safety
- Communication, Social Media and Instant Messaging

