



BOWMEN OF WARFIELD



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CONSTITUTION

1. Title

- 1.1. The club shall be called the BOWMEN OF WARFIELD, hereafter to be referred to as 'the Club', and shall be affiliated to the Berkshire Archery Association (BAA), Southern Counties Archery Society (SCAS) and Archery GB.

2. Address

- 2.1. The postal address of the club is that of the current Secretary.

3. Aims and objectives

- 3.1. To provide a safe, relaxed and social atmosphere where Archers of all standards can practice and enjoy the art, science and sport of Archery.
- 3.2. To actively promote Archery in the Local Community among all age groups and abilities.
- 3.3. Actively pursue new membership from the Local Community in all age groups and abilities.
- 3.4. To offer coaching by Archery GB registered coaches and competitive opportunities in Archery.
- 3.5. Provide advanced training to Archers who request it, with a view to creating a core of Archers to represent the club at local and national tournaments.
- 3.6. Run the club on a business like basis ensuring that the club is financially sound and able to cover all costs and improve with a growing membership.
- 3.7. To provide all its services in a way that is fair to its members.
- 3.8. To purchase, own, take on lease, hire or otherwise lawfully acquire such land, buildings, fixtures, fittings, facilities, easements, or other rights and privileges, as may be necessary for the fulfilment of the Club's aims and objectives, and to operate, maintain, construct and alter the same.
- 3.9. Ensure a duty of care to all members at all times.

4. Club Membership

- 4.1. The Club shall consist of the Officers and Members.
- 4.2. The Club shall consist of paid members and honorary members.
- 4.3. Any person whom the Club may wish to honour for distinguished service to the Club may be elected at a General Meeting of the Club as an Honorary Member for life or for a specified period of time. Honorary members do not have to pay club fees but still retain the full benefits of club membership.
- 4.4. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.



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- 4.5. The Committee shall comprise of the Officers of the club.
- 4.6. Application for membership shall be made via the 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.
- 4.7. The Committee reserve the right to refuse membership on reasonable grounds, details of which shall be given in writing within twenty eight days of application.
- 4.8. Members will be enrolled in one of the following categories:
 - 4.8.1. **Adult Member** Any person of 18 years and over who has been accepted as a member of the Club and has paid to the Club the prescribed Club, County, Regional and Archery GB membership fees for the year.
 - 4.8.2. **Young Adult Member/** Any person of between 18 and 24 years old who has been accepted as a member of the Club and has paid to the Club the prescribed Club, County, Regional and Archery GB membership fees for the year.
 - 4.8.3. **Student Member** Any person of 18 years or older who has a valid National Union Student (NUS) membership and who has been accepted as a member of the Club and has paid to the Club the prescribed Club, County, Regional and Archery GB membership fees for the year.
 - 4.8.4. **Junior Member (under 18)** Any person of less than 18 years who has been accepted as a Junior member of the Club and has paid to the Club the prescribed Club, County, Regional and Archery GB membership fees for the year.
 - 4.8.5. **Associate Adult Member** Any person of 18 years and over who has been accepted as a member of the Club and has paid to the Club the prescribed Club fees for the year, with their County, Regional and Archery GB membership fees paid through another club.
 - 4.8.6. **Associate Young Adult Member** Any person of 18 and 24 years who has been accepted as a member of the Club and has paid to the Club the prescribed Club fees for the year, with their County, Regional and Archery GB membership fees paid through another club.
 - 4.8.7. **Associate Junior Member** Any person of less than 18 years who has been accepted as a junior member of the Club and has paid to the Club the prescribed Club fees for the year, with their County, Regional and National membership fees paid through another club.
 - 4.8.8. **Associate Student Member** Any person of 18 years or older who has a valid NUS membership and who has been accepted as a member of the Club and has paid to the Club the prescribed Club fees for the year, with their County, Regional and Archery GB membership fees paid through another club.
 - 4.8.9. **Non-shooting Member** Any person who has been accepted as a member of the Club and has paid to the Club the prescribed club fees for the year who does not wish to shoot but who wishes to actively support club activities. County, Regional and Archery GB membership fees are not required.
- 4.9. The term 'Full Member' shall refer to those who pay their Archery GB affiliations through the club.



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- 4.10. Persons who are 8 years old and over but under the age of 18 years shall be eligible for junior membership.
- 4.11. Any person aged 18 years and over shall be deemed to be an adult member.
- 4.12. Junior members under the age of 18 years must be accompanied to the club at all times by a Parent or Guardian.
- 4.13. Cadets are young adults between the age of 18 and 20 years old are attached to the Junior cub.
- 4.14. Junior members with a non-shooting Parent/Guardian may only shoot at the club when supervised by an Adult member of Archery GB and a second adult is also present.
- 4.15. In accordance with Archery GB Rules of Shooting Rule 103, (c), (ii), providing that they are an adult member of Archery GB, one Parent/Guardian alone may supervise their own child(ren).
- 4.16. Junior members aged 15 or over may shoot at the club unescorted by a parent/Guardian but under the supervision of an adult member of Archery GB with a second adult also present. Permission must be requested in writing via the Child Protection Officer to the Committee. If permission is granted this is entered into the minutes of the club by the Committee.
- 4.17. Any loss, damage or abuse of Club equipment shall be reported immediately to the Club Bowyer or Field Captain, or in their absence to another member of the Committee.
- 4.18. Members shall be held responsible for any loss, damage or abuse of club equipment caused by their negligence or disobedience of the Club rules or Archery GB rules and shall be liable for the costs of any damages.
- 4.19. Shooting regulations shall conform to the current Archery GB rules.
- 4.20. All Adult Members and Junior Members will be affiliated to the Archery GB a Regional Society and a County Association (in this area the Southern Counties Archery Society and the Berkshire Archery Association)
- 4.21. Honorary Members shall be entitled to attend General Meetings of the Club and will be entitled to vote there at.
- 4.22. 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.
- 4.23. All members will endeavour to implement 'Best Practices' at all times, specifically in reference to the Child Protection Act and Vulnerable adults. The club will refer to the Archery GB Child Protection Policy for guidance on 'Best Practices'.
- 4.24. Every member is expected to support a reasonable proportion of the Club's working parties and fundraising projects. In addition, each member will be expected to act in a responsible manner and ensure club equipment and premises are always fit for subsequent use, and assist in setting out and tidying up of the field.
- 4.25. Visiting Archers are welcome but must be accompanied by a current full or associate member of the Club at all times. Visiting archers shall be requested to pay the current guest session fees. Sign the visitors' book stating their Name, Archery GB card number and club. All guest archers must present a valid Archery GB card upon request.



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- 4.26. Beginners and new members are welcome at the club. Beginners shall shoot only when under the instruction of a Club Instructor/Coach or member designated by the club and only during a beginners' session. Upon successful completion of a beginners' course, they may be invited to apply for club membership if they wish to continue shooting at the club. Successful completion of a beginners' course does not entitle anyone to club membership this is at the discretion of the Head Club Coach and Officers of the club.

5. Membership Fees

- 5.1. Club membership fees for the following year are set annually by the Committee and approved at the Annual General Meeting (AGM).
- 5.2. Club membership fees must be paid annually by the 30th September for returning members.
- 5.3. In addition to the annual club membership fee all members will pay the current affiliation to the Archery GB., the Regional Society and the County Association through the Club at a date specified by the Treasurer, unless those fees have been paid by other means.
- 5.4. New members joining between 1st October and 31st March shall pay the full subscription and affiliation fees.
- 5.5. New members joining between 1st April and 30th September shall be allowed to pay half-annual subscription and full affiliation fees for their first year of membership only. If that member wishes to remain a member they will be expected to pay full year subscription thereafter.
- 5.6. All subscriptions and fees shall be paid to the Treasurer or an appointed deputy.
- 5.7. Guest Target Fees are set by the Committee and approved annually at the A.G.M.
- 5.8. Club members who are students, resident for a significant part of the year away from home, may continue as full members of the Club on payment of a Subscription equal to the junior members Subscription provided that the member remains affiliated to the Archery GB, a County Association and a Regional Association.
- 5.9. Membership of the Club will terminate if membership fees remain unpaid on 1st October in any one year.



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6. Committee and Holding Trustees

- 6.1. The affairs of the club shall be managed through the Committee, consisting of officers of the club.
- 6.2. The officers of the club shall include:
 - 6.2.1. Chairperson
 - 6.2.2. Club Secretary
 - 6.2.3. Treasurer
 - 6.2.4. Head Coach
 - 6.2.5. Equipment Officer (Bowyer)
 - 6.2.6. Communications officer
 - 6.2.7. Tournament Organiser
 - 6.2.8. Records Officer
 - 6.2.9. Field Officer
 - 6.2.10. Junior Club Organiser
 - 6.2.11. Child Protection Office
 - 6.2.12. Web administrator
- 6.3. Additional members shall be co-opted onto the Committee as and when deemed necessary.
- 6.4. Officers will be elected annually at the AGM, from, and by, the members of the Club.
- 6.5. All Officers are elected for a period of one year, with the exception of the Chairman, this post shall have tenure of three years but may be re-elected to the same officer or another officer in succeeding years.
- 6.6. It is recognised that some committee posts may require a handover period. Specifically the Treasurer and Secretary who may require a handover period of no longer than two months.
- 6.7. In the absence of the Field Captain one will be appointed for the session in accordance with current Archery GB regulations.
- 6.8. The Committee shall meet at agreed intervals and not less than four times per year. Minutes of meetings shall be kept. Meetings shall be convened by the Chairperson of the club.
- 6.9. The quorum required for business to be agreed at Committee meetings will be minimum five and shall comprise members of the Committee, one of which must be the Chairperson or appointed representative in the absence of the Chairperson. The appointed representative shall be nominated from the committee.
- 6.10. The duties of the Committee shall be:
 - 6.10.1. To control the affairs of the Club on behalf of the Members.
 - 6.10.2. To co-opt additional members of the Committee as necessary.
 - 6.10.3. To assume responsibility for adopting new policy, codes of conduct and rules that affect the organisation of the club.
 - 6.10.4. To be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 6.11. Proposals for alterations to the club structure or assets must be forwarded to the Committee for approval. No alterations shall be made without their expressed permission.



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- 6.12. The Committee is responsible for the upkeep and maintenance of the Club Facilities and Equipment. The Committee has the right to request all members take an active part in this work.
- 6.13. Field maintenance shall have priority over shooting except at times specified by the Committee.
- 6.14. A member of the Committee shall cease to hold office before the end of the elected term if:
- 6.14.1. By notice in writing, he or she resigns
 - 6.14.2. He or she ceases to meet the conditions of eligibility for club membership.
 - 6.14.3. Found guilty of a disciplinary offence during the term of office
 - 6.14.4. Following a vote of no confidence by Club members.
 - 6.14.5. He or she is removed from office by a resolution of Club members in a General Meeting.
- 6.15. From time to time as necessary, the Club shall appoint holding trustees ("Trustees") from among its members by a resolution duly passed in General Meeting and recorded in writing. The Secretary and/or Committee shall ensure that each Trustee promptly receives a true copy of the resolution.
- 6.16. The total number of Trustees shall be two.
- 6.17. Each Trustee shall hold office until he or she dies, resigns by notice in writing to the Committee, or until a resolution of the Members removing him or her from office has been duly passed at a General Meeting. On death, resignation or removal of a Trustee, the Committee shall take steps to procure the appointment by the Club in General Meeting of a new Trustee to take his or her place.
- 6.18. So far as necessary and practicable, all property of the Club including land and buildings shall be held on trust by the Trustees for the time being, in their own names, for the use and benefit of the Club. The Committee shall take lawful and practicable steps to procure the vesting of such Club property into the names of the Trustees for the time being.
- The named trustees of the **Club Field Lease** are in no way individually liable or responsible for the lease but that the lease with its terms and conditions as set by Bracknell Forest Borough Council (The "Landlord") remains the responsibility of all the current members of the Bowmen of Warfield Club.
- 6.19. Trustees shall act in accordance with the lawful directions of the Committee and PROVIDED THAT they so act, shall not be liable for acts, omissions and defaults of the Committee or any member of the Committee. The provisions of this paragraph protecting Trustees are in addition to the separate provisions of paragraph 12.2 of the constitution below."

7. Finance

- 7.1. The Club Treasurer will be responsible for the finances of the club and maintaining accurate accounts of club assets, liabilities, income, expenditure and sales or purchase of goods and services by the club. These accounts shall be available for reasonable inspection by Members upon request.
- 7.2. All club monies shall be banked in account(s) held in the name of the club. The account(s) shall have at least two signatories able to administer the account(s). All signatories shall be unrelated by blood or marriage. Signatories shall be full members of the club committee.



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- 7.3. Club cheques or electronic payments drawn against club funds shall be authorised by the Treasurer and shall be agreed as an approved expenditure by at least one other member of the Committee. All club expenditure shall be accompanied by appropriate receipts/invoices and/or documentation to support the expenditure. All club income shall be recorded in the accounts/journal file with supporting documentation for that income. Such receipts/invoices and/or documentation shall be secured in the journal file for that year in readiness for inspection by the auditor or for inspection by another club official on demand.
- 7.4. The financial year of the club will end on 30th September.
- 7.5. The Treasurer shall present an Overview of Accounts at the AGM. A full statement of accounts shall be presented to the members before 30th November each year.
- 7.6. At least once in every year the accounting records of the Club shall be reviewed and the correctness of the Income and Expenditure Account and Balance Sheet shall be certified by one or more independent Members of the Club. Any Adult Member of the Club who is in the view of the Committee a suitable and competent person, and who is not also a Committee Member either at the time of appointment or at the time of any review, shall be eligible for appointment to the position of Accounts Reviewer. In normal circumstances the Reviewer shall be appointed at the AGM of the Club but should it be necessary for the Committee to make an interim appointment, then that appointment shall be confirmed at the next AGM of the Club.
- 7.7. An overview report shall be provided to club members by the Secretary at least seven days before the AGM.
- 7.8. Every Club member shall accept, proportionately, any authorised liabilities the Club is unable to meet; such a situation to be the subject of an Extraordinary General Meeting.
- 7.9. The Treasurer shall at each committee meeting present an overview report of the club's financial situation at the time of the meeting.

8. Annual and Emergency General Meetings

- 8.1. The AGM of the Club shall be held not later than the end of November each year. Notice of the AGM will be given by the Club Secretary to all members not less than 21 days prior to the meeting. Notice can be provided in the form of email or poster in the club house.
- 8.2. At all General Meetings, the chair will be taken by the Club Chairman or designated Chair appointed from the committee.
- 8.3. All club members have the right to vote at the AGM.
- 8.4. Decisions made at a General Meeting shall be by a simple majority of votes from those members attending the meeting. The designated chair of the meeting shall abstain from all voting. However in the event of equal votes, the designated chair of the meeting shall be entitled to make the casting vote.
- 8.5. The minimum quorum for AGMs will be no less than 10% of the current club membership.
- 8.6. The business of the AGM shall be to:
 - 8.6.1. Confirm the minutes of the AGM and any General Meetings held since the last AGM.
 - 8.6.2. Receive an annual report of the Committee from the Secretary.
 - 8.6.3. Receive a statement of accounts for the year from the Treasurer.
 - 8.6.4. Receive a report from officers of the Committee.



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- 8.6.5. Elect the Officers of the Club (i.e. Secretary; Treasurer and other General Committee Members). Nominations for officers of the Committee shall be sent to the Secretary at least 14 days prior to the AGM. If no nominations are received in advance, nominations may be made at the meeting.
- 8.6.6. Review club membership fees and agree them for the forthcoming year.
- 8.6.7. Transact any other business received by the Secretary from Members at least 7 days prior to the meeting and included on the agenda. Members must advise the Secretary in writing of any business to be moved at the AGM at least 7 days before the meeting.

8.7. The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Voting procedures for EGMs will be the same as for the AGM.

8.8. EGMs may be called when required by the Committee or by 20% of Club members. Notice of an EGM shall be given to all members by the Club Secretary at least 7 days before the meeting.

9. Disciplinary

9.1. The policy is intended to:

- a) Allow complaints to be resolved without formal disciplinary action if possible
- b) Resolve or determine complaints within a reasonable period
- c) Provide a fair and rigorous process for those circumstance where formal disciplinary proceedings are necessary

9.2. The laws of England shall apply in relation to this policy and to the interpretation of the Archery GB Memorandum, Articles and Laws and the Regulation of Archery GB and Bowmen of Warfield's own articles, laws and regulations.

9.3. Bowmen of Warfield are committed to taking all complaints seriously. The club wishes to promote a culture which is safe and acceptable to all members. No club member or their parents, guardians or dependents shall be victimised for raising concerns or making a complaint.

10. Misconduct

The Bowmen of Warfield Club has the right to take disciplinary actions against any member of the club against whom an allegation of misconduct, as defined below, is found proven:

- (i) Improper interference with the functioning or activities of The Bowmen of Warfield Archery Club or of those legitimately pursuing Archery under the auspices of Archery GB/ Bowmen of Warfield
- (ii) Any action which otherwise improperly damages The Bowmen of Warfield or its reputation
- (iii) A breach of the Archery GB Memorandum, Articles or Laws or the Regulations of Archery GB or of The Bowmen of Warfield Articles, Laws and regulations
- (iv) Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language at an Archery event or on the home ground of Bowmen of Warfield
- (v) Sexual, religious, disability or racial harassment of any member of Bowmen of Warfield or any visitor to the club's home ground
- (vi) A club member cheating at any Archery event
- (vii) Misuse or unauthorised use of the club's home ground or of the club's property.



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- (viii) Damage to Bowmen of Warfield property or property of club members' caused intentionally or recklessly
- (ix) Action which is likely to cause injury or impair safety on the club ground.
- (x) Fraud, deceit, deception or dishonesty in relation to Bowmen of Warfield members or visitors
- (xi) Theft, misappropriation or misuse of Bowmen of Warfield property or the property on the club members and visitors.

10.1. Records

The club shall keep a written record of any disciplinary or grievance cases they have to deal with.

This will allow the committee to refer back to them should a similar case arise in the future. These records are to be kept secure; it is the right of the individual to see his/her own record, but not any witness statements without the agreement of the witness. Only authorised committee members of the club may be allowed to view the records.

10.2. Reporting of a disciplinary or grievance situation

Should a club member, this includes all members or a parent or guardian of a junior archer or representative of a vulnerable adult, feel that they need to report a situation where either they feel that there is a disciplinary issue to be investigated or that they have a grievance which involves the club and or its members this shall be reported directly to the club secretary. This can be done by e-mailing the club secretary at the following e-mails address - **Club secretary@bow.co.uk** or by a sealed letter left for the attention of the club secretary in the club house.

If the matter involves the club secretary, then the e-mail or letter shall be sent to the Chairman at membership@bow.co.uk

Should the club secretary be unavailable for a prolonged period due to holiday, work, illness etc. then the e-mails shall be checked and mail opened by the Chairman during his/her absence to avoid any unnecessary delay.

10.3. Temporary suspension

If it is decided that, due to the nature of the issue, one of the following applies, then the Case Management Panel could decide whether to suspend the membership of one or all of the parties involved, this shall be done as soon as possible.

- (i) Children, young people or adults may be at risk
- (ii) It is necessary for the protection of club members or visitors
- (iii) Allegations, if upheld, would amount to gross misconduct
- (iv) The reputation of the club could be harmed if the party or parties involved remained as a member or members
- (v) The continued involvement of the member or members might impede any enquiries/ investigation
- (vi) Statutory Authority are involved (See Section 8).

It must be stressed to all members of the club that whilst suspension is a serious matter it is not a disciplinary action and shall not therefore be viewed as a sign of guilt.



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A record of any person suspended shall be kept by the club secretary advising when the member was suspended, a record of the communication given to the club member advising of the suspension and the date, if any, the suspension will be or is lifted.

A member who is suspended from Bowmen of Warfield is prohibited from entering the club grounds, partaking in any activity organised by the Bowmen of Warfield or representing the club.

The member must surrender any club keys that he/she holds during the suspended period.

10.4. Code of Practice

This code is designed to help club officials and club members deal with disciplinary and grievance situations.

Fairness and transparency shall be promoted by developing and using rules and procedures for handling disciplinary and grievance situations. These shall be set down in writing and be specific and clear.

Whenever a disciplinary or grievance situation arises it is important that the following process is followed:

The grievance will be heard by the Case Management Panel (CMP). This panel will consist of the Chairman, the Secretary and the Treasurer.

1. The CMP shall ascertain if the complaint warrants further action. If yes, what is the appropriate action required? Formal disciplinary action should be a last resort.
 - a. Can the complaint be resolved by face to face meeting?
 - b. Can the complaint be resolved by a letter of apology?
2. When the complaint cannot be resolved by any other means than disciplinary action, the CMP will arrange for a Disciplinary Panel (DP) to be formed. This panel shall be either 3 or 5 persons. The DP can be made up from members, or non-members. Both parties have the right to object to persons on the panel. Once the panel has been approved by all parties, a Chairman will be appointed.
3. The DP shall raise and deal with issues promptly and that there shall not be any unnecessary delay in arranging a meeting or meetings, making decisions and confirming these decisions to all parties concerned.
4. The DP shall act consistently and shall refer to any similar cases that may have occurred in the past for guidance.
5. The DP shall carry out an investigation to establish the facts. This investigation shall take place within 14 days of the reported incident.
6. All parties involved in the situation will be advised that there will be an investigation and the basis of the investigation in order for them to put their case before any decision is made.
7. If it is possible, during this investigation that a means to find a mutual agreement between the parties involved to the satisfaction of all concerned, then the process need not go any further unless the investigating committee feel that further disciplinary measures should be taken.
8. All parties involved may be accompanied at any of the meetings concerning the situation. If the club member is to be accompanied then the investigating committee shall be informed of this prior to the meeting, not on the day, as to the name of person who is accompanying him/her. The accompanying person is there for support and to provide advice to the club member he/she has accompanied. At no time may the accompanying person speak directly with the DP unless specifically requested to do so. In the case where a junior club member or vulnerable adult is one of the involved



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parties he/she must be accompanied by an adult. The adult may speak on behalf of the junior or vulnerable adult but will not be allowed to answer any questions directed towards the junior that are relevant to the case.

10.5. Discipline

(The following shall be followed unless the matter is referred to a Statutory Authority, see Section 8)

It is important to carry out the investigation that potentially involves a disciplinary decision without unnecessary delay to establish the facts of the case.

A date and time shall be arranged for the DP to be held that is satisfactory to all parties and witnesses involved.

This date shall allow time for all parties involved, including witnesses, to be able to prepare for the investigation meeting.

10.6. Investigation

The Investigation meeting shall not result in any disciplinary action being taken. The findings of the DP shall be presented to the CMP. The CMP shall be made aware of the full facts as recorded at the investigation in a concise and informative manner.

A record of the DP meeting shall be made so that the DP can provide a detailed report to the full CMP.

If the party concerned agrees that he/she is at fault then the matter shall be referred to the CMP for a decision to be made.

If the party concerned feels that he/she is not at fault and that it is decided that there is a disciplinary case to be answered then the offending party shall be notified in writing.

10.7. Appeal

This notification shall contain sufficient information about the alleged misconduct and the possible consequences to enable the party concerned to prepare to answer the case at a disciplinary meeting.

The party concerned shall be provided with any written evidence, which may, include witness statements (with the consent of the witness) with the notification. The notification shall also provide details of the time/date and venue of the disciplinary meeting.

This meeting shall be held without unnecessary delay whilst allowing the club member sufficient time to prepare their case.

At the meeting the CMP shall explain the complaint against the club member and go through the evidence that has been gathered.

This presentation shall proceed uninterrupted by any other parties present. The party concerned shall then be able to present his or her own case, provide any evidence and ask any questions relevant to the situation.

The party concerned may be accompanied at any of the meetings concerning the situation. If the club member is to be accompanied then the CMP shall be informed of this prior to the meeting, not on the day, as to the name of person who is accompanying him/her. The accompanying person is there for support and to provide advice to the club member he/she has accompanied, at no time may the accompanying person speak directly with the CMP members unless specifically requested to do so. In the case where a junior club or vulnerable adult member is one of the involved parties he/she must be accompanied by an



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adult, the adult may speak on behalf of the junior but cannot answer a question that is directed to the junior club member.

In the case of a junior being involved, if the CMP feels that it is appropriate, the investigation concerning input from the junior member maybe arranged 'behind closed doors' and in the presence of CMP and the parent or guardian of the junior member.

All parties involved with the case shall then retire from the room to allow the CMP to discuss the case and reach a decision.

The decision of the CMP shall then be sent to all parties involved in writing, this decision is final and no further proceeding will take place.

If it is felt that there is a case to answer however, due to mitigating circumstances or the nature of the offence, the CMP can give a written warning and advice that if any further case is brought against the party concerned then a final warning will be given as to the termination of the club membership.

If the complaint is felt to be serious enough to write a final warning then this shall be done.

The committee may however feel that the circumstances are such that it is felt that the party concerned should not represent the club then membership shall be revoked.

In this case the person concerned shall be refunded any monies made payable to Bowmen of Warfield but not that which is later paid to the county or to Archery GB. This amount shall be reached by dividing the payment to Bowmen of Warfield by 12 (number of months) and then multiplied by the number of months the membership still has to run.

10.8. Grievance

Where a club member has a grievance:

- (i) The CMP shall raise and deal with grievance promptly and that there shall not be any unnecessary delay in arranging a meeting or meetings, making decisions and confirming these decisions to all parties concerned.
- (ii) The CMP shall act consistently and shall refer to any similar cases that may have occurred in the past for guidance.
- (iii) CMP shall carry out an investigation to establish the facts. An initial investigation shall be made by the CMP. These shall not include any member who may be involved in the case whether as one of the parties involved, as a witness or anyone who has close connections with either party involved.
- (iv) The aggrieved member and any other parties involved shall be advised that there will be an investigation.
- (v) If it is possible during this investigation that a means of resolving the grievance to the mutual agreement and satisfaction of all concerned then the process need not go any further.
- (vi) If the above is not possible then a meeting of all parties involved shall be held without any unnecessary delay. The member with the grievance may be allowed to be accompanied at any of the meetings concerning the situation. If the club member is to be accompanied then the DP shall be informed of this prior to the meeting, not on the day, as to the name of person who is accompanying him/her. The accompanying person is there for support and to provide advice to the club member he/she has accompanied, at no time may this person speak directly with the DP members unless specifically requested to do so. In the case where a junior club member or vulnerable adult is one of the involved parties he/she must be accompanied by an adult, the adult may speak on



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behalf of the junior or vulnerable adult but will not be allowed to answer any questions directed at the junior that are relevant to the case.

Following the meeting the DP will present an unbiased report to the CMP who will then decide what further action, if any, should be made.

The aggrieved party shall then be informed in writing, without unnecessary delay of the CMP's decision and the reasons the decision was reached.

10.9. Referral to Statutory Authorities.

Where it is determined that an issue shall be referred to the Police or Children's Social Care Services Statutory Authorities;

- (i) The club secretary shall notify the appropriate Statutory Authority if this has not already been reported
- (ii) The CMP shall consider whether the membership of a member or members shall be suspended whilst the matter is investigated by the Statutory Authority, if not already done so
- (iii) Once the outcome of the Statutory Investigation is known, the CMP must determine whether disciplinary procedures are to be implemented or further enquiries made. The party or parties concerned shall then be notified within a reasonable period.

11. Dissolution

- 11.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- 11.2. In the event of dissolution, once the terms of the club field lease have been fulfilled any remaining funds or assets will become the property of Berkshire Archery Association.

12. Amendments to the Constitution

- 12.1. The constitution shall only be changed through agreement by majority vote at an AGM or EGM where written notice of the proposal has been provided 7 days in advance.
- 12.2. The Constitution and Rules of the Club shall not be altered except at the AGM Meeting or at an EGM.

13. Declaration

- 13.1. Bowmen of Warfield Archery Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Club Secretary



BOWMEN OF WARFIELD



14. Amendments to the Constitution

Agreed at an Emergency General Meeting of the Club held on 27th May 1976.
Amended 27th March 1986 at A.G.M
Amended 23rd March 1988 at A.G.M
Amended 22nd March 1989 at A.G.M
Amended 22nd March 1990 at A.G.M
Amended 28th March 1991 at A.G.M
Amended 27th March 1992 at A.G.M
Amended 28th March 2000 at A.G.M
Amended 26th March 2001 at A.G.M
Amended 08th April 2006 at A.G.M
Amended 21st March 2009 at A.G.M
Amended 21st March 2010 at A.G.M
Amended at E.G.M. 29th June 2010
Amended 7th April 2013 at A.G.M
Amended 13th April 2014 at A.G.M
Amended 22nd March 2015 at A.G.M
Amended 12th November 2016 at AGM
Amended 5th November 2017 at AGM