

Grand Western Archery Society

Policies



April 2012

Grand Western Archery Society Policies

Introduction

In 1861 a group of archers from Cornwall, Devon, Dorset, Gloucestershire, Somerset and Wiltshire decided to organise a Grand Western Archery Meeting.

Due to its popularity it became an annual event and in 1876 the Grand Western Archery Society was formed to be responsible for running the event and eventually became the recognised regional society elected by the archers, within it, to be responsible for standardising the rules and conduct for all archers and archery clubs within the region.

In 1956 the regional societies within the United Kingdom agreed to a proposal that the rules of shooting should be standardised and the "Grand National Archery Society", originally established to run the "Grand National Archery Meeting", should become the national governing body for archery within the United Kingdom, although the day to day management of services and events were retained by the regions.

Since 1867 the Grand Western Archery Society has established policies to assist the management council in carrying out its duties.

This document is a copy of all current Grand Western Archery Society policies.

Index

Policy	Page
Introduction	2
Grants Policy	5
Loans Policy	6
Investment Policy	7
Trophy and Medal Policy	8
Dunster Week Date policy	10
Child and Vulnerable Person Policy	11
Expenses Policy	13
Disciplinary Policy and Procedure	14
Inter-County Team Composition Policy	18
Coach Training Grant's Policy	19

Grand Western Archery Society

Grants Policy

Introduction

In accordance with the Grand Western Archery Society's constitutional objectives: to promote and encourage archery in the Grand Western Region.

The Grand Western Archery Society may provide sponsorship grants to its members who are requested by the appropriate governing bodies to represent England or Great Britain at international competitions.

Policy

Members of the Grand Western Archery Society may be eligible to receive a grant from the Society to cover their out of pocket expenses to represent Great Britain or England at international competitions.

Although the intention of the Society is to support all valid requests, the Grand Western Archery Society reserves the right to refuse a grant, if so decided by a majority vote of the regional council.

Criteria

The criteria for an archer to be eligible to receive a grant are as follows:-

1. The archer has to incur extra expense to participate, which is not being covered by the requesting governing body.
2. The archer must provide a copy of the request and the requirements on them by the appropriate governing body.
3. The archer must declare all sponsorship, in value and kind, and funding they are currently receiving.
4. The request must have the endorsement of the archer's county association.
5. The applicant must write to the regional secretary requesting a grant; giving their name, address and to whom the grant should be paid.
6. When requested, receipts of purchases must be provided as proof of any necessary expense.
7. The Grand Western Archery Society reserves the right to refuse a grant if the Regional Council considers it appropriate.
8. The archer must be a paid up member of Grand Western Archery Society.

Grand Western Archery Society

Loan Policy

Introduction

In accordance with the Grand Western Archery Society's constitutional objectives: to promote and encourage archery in the Grand Western Region.

The Grand Western Archery Society may provide loans to clubs whose members are affiliated to the Society. These loans must be for the improvement of services or facilities to the clubs members.

Policy

Clubs whose members affiliate to the Grand Western Archery Society will be eligible to apply for a loan from the Society to provide services or facilities not currently available to their members when supported by a viable business plan.

Criteria

The criteria for a club to receive a loan are as follows:-

1. The loan must be to improve current services to their members or provide a new service to their members.
2. The club must provide a business plan of the project detailing; the current situation, the proposed improvement, the costs, the clubs current assets and a proposed repayment plan.
3. If the request is for more than £5,000 the club must provide a form of investment repayment guarantee in case the project fails.
4. The club business plan must have the endorsement and financial support of their county association.

Only the executive committee will be privy to any personally sensitive details given within the body of the request to the Society.

Grand Western Archery Society

Investment Policy

Introduction

In accordance with the Grand Western Archery Society's constitutional objectives: to promote and encourage archery in the Grand Western Region.

The funds accumulated by the Society will be managed by the Grand Western Archery Society Council. The council will retain sufficient funds in an instant access account to manage the predicted annual running costs of the Society; all other funds may be invested to gain an income for the Society where possible.

Policy

The Grand Western Archery Society will establish and maintain a transparent financial system to manage the funds of the Society so that legitimate costs against the Society can be paid promptly, all other funds will be invested to gain a protected return on the capital.

Criteria

1. Each year the Society will produce an annual budget for the management of the Society's planned activities and funds.
2. The Society will establish and maintain an instant access "current account" with an approved UK bank. The choice of bank will be decided by the Regional Council. The choice of branch will be decided by the Society's Treasurer to facilitate his/her ease of management.
3. Sufficient funds will be maintained within the Society's current account to ensure a positive balance throughout the financial year.
4. Payments of up to £2,000 from the current account or funds can be made on the single signature of the Society's treasurer. All payments above £2,000 must be signed by the treasurer and at least one other executive officer of the Society.
5. All funds of the Society above that of the predicted annual running costs will be made available for Grants & Loans and Investment.
6. The Investments will be made to gain interest, in low risk products and accounts in such a manner that they can be all be recovered within one year of their initiation.
7. Management of the Grants & Loans and the Investments may be delegated to a sub committee of the Grand Western Archery Society regional council.
8. The performance and location of the current account and all financial assets will be reported on annually at the Society's Annual General Meeting as part of the Society's' accounts.

Grand Western Archery Society

Trophy and Medals Policy

Introduction

In accordance with the Grand Western Archery Society's constitutional objective to promote and encourage archery in the Grand Western Region,

The Grand Western Archery Society organises competitions where trophies and medals are given to the winning archers.

Most of the trophies awarded by the society have been donated by archers and were donated for specific styles and events. Wherever possible the wishes of the donors will be honoured but the society retains the right to change the award if the event or bow-styles circumstances alter.

Unfortunately some trophies are so delicate or valuable that it is now considered unsafe for the recipients to retain them after the event. In which case the archer will still be awarded the trophy but it will be immediately retained by the society for safe keeping.

Policy

The Grand Western Societies Trophies and medals will be awarded according to the following criteria.

Criteria

The Grand Western Archery Society has established the following criteria for the allocation of trophies and medals at its archery events.

1. To be called the "Champion of the West" for any discipline of archery, whatever the bow style, gender or age group, there must have been more than three archers who completed the event in that bow style, gender/age group.
2. A gilt medal will be awarded if, one or more archers, completes the round in an event for that bow style, gender/age group.
3. A silver medal will be awarded if, three or more archers, completes the round in an event for that bow style, gender/age group.
4. A Bronze medal will be awarded if, six or more archers, completes the round in an event for that bow style, gender/age group.
5. It is the responsibility of the competing archer to collect their trophy or medal. If they are unable to attend the presentation and they wish to receive their award it is their responsibility to contact the tournament organiser and arrange a suitable collection at their own expense.

6. Acceptance of a trophy is considered as an agreement by the archer that the recipient will return the award, in a clean and undamaged state, to the appropriate tournament organiser in time for the event in the following year.
7. Acceptance of a trophy that has previous winners engraved on it is considered as an agreement by the archer that the recipient will arrange for their name to be engraved, at their expense, in a similar size and style as the previous winners.

Grand Western Archery Society

Dunster Week Date Policy

Introduction

The first *Grand Western Archery Meeting* was held midweek in Taunton in the August of 1861, in subsequent years it moved around the counties of Cornwall, Devon, Dorset, Gloucestershire and Wiltshire, with the date of the event being decided by the local voluntary event organiser. In the late 1940's and early 1950's the variable date caused many problems with other established events and it was agreed to try to find a permanent location and date.

In 1954 executive members of the *Grand Western Archery Society* negotiated a permanent venue and date for the event with Mr *Geoffrey Lutrell* the then owner of *Dunster Castle*.

The date agreed was calculated so that it would always be in the week preceding the *Grand National Archery Meeting* (the *GNAM* encompassing the 4th Thursday in June).

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Policy

The *Dunster Archery Week* is the week encompassing the 3rd Thursday in June.

Grand Western Archery Society

Child and Vulnerable Persons Policy

Introduction

The objective of this policy is to establish the post of Regional Protection Officer and provide guidelines that will ensure that children and vulnerable adults are free from abuse, bullying and harassment whilst participating in archery and its associated events in accordance with current government legislation.

Regional Protection Officer

GWAS will establish and maintain the post of a Protection Officer who will provide advice when called upon to; society members, clubs and county associations on child and vulnerable person's protection.

Guidelines

To ensure that children and vulnerable adults can safely participate in the sport of archery it is recommended that clubs and archery organisations within the region adopt the following guidelines.

1. No child or vulnerable adult will be allowed to attend any "Archery Event" without a "Responsible Sponsor" being "In Attendance" at all times.
2. At no time will a child or vulnerable person be in the sole company of a member of the society unless that member is that person's responsible sponsor.
3. No activity, other than the normal social interactions of shaking of hands, the giving/receiving of prizes/equipment/money/refreshments etc. involving any physical contact with the child or vulnerable adult will take place without prior approval of, and observation by, the "Responsible Sponsor".
4. All members of GWAS who may need to have physical contact with the child or vulnerable person, whilst participating in an Archery Event, will undertake a "CRB" vetting via the GNAS Protection Officer. (this is mainly Coaches, Team Managers and Team Support Officials)
5. All members of GWAS are tasked with reporting any incidents that could be construed as abuse, bullying or harassment to the Tournament Organiser at a competition or a Club officer at a club event. The Tournament organiser or Club Officer will establish the facts concerning the incident, taking statements where necessary and reporting all the findings to the GNAS

Protection Officer. Any person not carrying out this directive will be deemed to be complicit in the offence.

6. Any substantiated report will be passed to the to the Police authority in the area of the incident by the GNAS Child Protection Officer.

Definitions

1. **Child** - Any person under the age of 18.
2. **Vulnerable Adult** - Any person aged 18 or over who needs support/care because of their disability, age or illness.
3. **Archery Event** - An archery event is a Have-a-Go, beginner's course, club shooting day, competition or social event organised by GNAS, or any GNAS recognised, Club, County, Region, Home Nation or GNAS Affiliated Organisation.
4. **Responsible Sponsor** - Is:
 - The Childs Parent/Guardian or a member of the society who has a written agreement by the Childs Parent/Guardian that they can act on their behalf.
 - Or
 - The Vulnerable adult's carer, or a member of the society who has a written agreement by that person's carer that they can act on their behalf.
5. **In Attendance** - The Responsible Sponsor must always be:
 - On the field at target, flight and clout events.
 - In the same shooting group at a field event.
 - Present at a social event.

Grand Western Archery Society

Expenses Policy

Introduction

Officers of the Grand Western Archery Society are all volunteers and the Regional Council have agreed that any out of pocket expenses incurred by the GWAS officer carrying out duties and tasks placed upon them by the Regional Council should be paid by the Society.

Policy

On taking up their position officers of the Society agree to seek the best price for all items and services purchased by them on behalf of the Society. They will be eligible for a full refund of their expenses by the Grand Western Archery Society if:

1. The expense was incurred by the Officer were for previously agreed duties or tasks placed upon them by the Regional Council.
2. The Officer produces a receipt for the items or services, with the exception of fuel costs which will be paid on a standard mileage rate.
3. Officers of the society should try to arrange meetings/events to minimise the need for overnight accommodation.
4. Meal allowances will only be paid if the length of the meeting/event exceeds eight hours.
5. If it has been agreed that overnight accommodation or meal allowances are to be paid the officers should seek accommodation and meals on a par to "Travel Lodge" and "Road Chef" standards and prices. Anything above those prices will only be paid in exceptional cases.
6. The Grand Western Archery Society standard mileage rate will be the same as the rate awarded by the Grand National Archery Society.

Grand Western Archery Society

Disciplinary Policy

Introduction

The Grand Western Archery Society, in accordance with the Grand National Archery Society Disciplinary Policy has established a procedure for the investigation of any complaints placed against; an archer who is a member of Grand Western, a club that affiliates to Grand Western, a County Association that affiliates to Grand Western or the Grand Western Archery Society itself.

The object of the procedure is to ensure that any complaint against an archer, a club, a county association, or the society itself is given a fair and honest hearing.

Policy

The Grand Western Archery Society will establish a set of procedures to ensure that:

1. Any complaint against; a GWAS archer, GWAS club, GWAS County Association or the society itself receives a fair and honest hearing.
2. The person or organisation being accused has the opportunity to a fair and honest hearing.

GWAS Disciplinary Procedure

1 Complaints

1.1 This Disciplinary Procedure shall apply where a complaint is made about a senior or junior associate member, an individual member or an honorary member of the Grand Western Archery Society. This Disciplinary Procedure shall also apply to a club affiliated to the Grand Western Archery Society (G.W.A.S.).

1.2 The Disciplinary Procedure shall commence when a complaint about an individual or a club is received by the Honorary Secretary of the Grand Western Archery Society.

1.3 The complaint shall state the prima facie evidence of offence or misdemeanour. Offences and misdemeanours of the following nature shall be considered to warrant a complaint:

Theft, assault on another person, deliberate damage to another archer's equipment, sexual harassment, racial harassment, being unfit to shoot due to the influence of alcohol or illegal drugs, the use of performance enhancing substances banned under G.N.A.S. or F.I.T.A. rules, being in possession of illegal drugs, deliberate falsification of scores. This list is not exhaustive.

1.4 The prima facie evidence shall be considered by the Disciplinary Committee of the Grand Western Archery Society and notified to the Grand National Archery Society.

2 Disciplinary Committee

2.1 The Disciplinary Committee of the Grand Western Archery Society shall act for and on behalf of the Regional Council in considering all complaints about G.W.A.S. members and clubs.

2.1 The Disciplinary Committee shall consist of a Disciplinary Committee Chairman appointed by the Regional Council and one member of the Regional Council from each Constituent County Organisation.

2.2 Within seven working days of the Honorary Secretary of the Grand Western Archery Society receiving a complaint, the Chairman of the Society's Disciplinary Committee and all the committee members shall be supplied with copies of the prima facie evidence by the Honorary Secretary.

2.3 Within fourteen working days of the Honorary Secretary of the Grand Western Archery Society receiving a complaint, the Chairman of the Society's Disciplinary Committee will consult with all the members of the Disciplinary Committee. If it is considered that there is no case to answer, the Chairman of the Society's Disciplinary Committee shall notify the Honorary Secretary of the Grand Western Archery Society, who shall so inform the complainant and no further action shall be taken by the Society.

2.4 If the Disciplinary Committee decides there is a case to answer, the Honorary Secretary of the Grand Western Archery Society shall so inform the complainant and ask that any further evidence of the alleged offence or misdemeanour be provided in writing forthwith. The Honorary Secretary shall also inform the member, by Recorded Delivery to his or her last notified address, of the precise nature of the allegations made, the procedure used by the Society to deal with the allegations and the sanctions which may be imposed on the member should the allegations be proven. The Member shall also be notified, in writing, of the date and venue for the Disciplinary Committee meeting. This should take place within twenty one working days of the date of the notification. Any reasonable request from the Member for delay shall be considered by the Chairman of the Disciplinary Committee and permitted or declined at their absolute discretion, though not unreasonably withheld.

2.5 The Member shall have the right to a hearing before, or written submission to, the Disciplinary Committee.

2.6 The Member shall have the right to be accompanied by a person of their choice whilst attending the Disciplinary Committee meeting.

2.7 The Disciplinary Committee meeting will consider evidence submitted in writing or in person to the Disciplinary Committee. Reasonable time shall be available for the proper consideration of all evidence.

2.8 The Disciplinary Committee will issue a verbal decision at the meeting. The decision of the Disciplinary Committee shall be confirmed in writing and sent by Recorded Delivery to the Member's last known address. The Member shall be responsible for ensuring that the Honorary Secretary of the Grand Western Archery Society is in receipt of their current address. Together with the written decision, the Member will be notified that he or she has the right to appeal against the decision within fourteen days of the date on the written decision.

3 Disciplinary Committee Powers

3.1 The Disciplinary Committee shall, on behalf of the Regional Council, have the

power to terminate membership of the *G.W.A.S*, or suspend membership for a period of up to five years. The Disciplinary Committee may also recommend that the Regional Council shall submit details of the decision to the Grand National Archery Society with any recommendation for further action.

4 Appeals

4.1 The Member shall have the right of appeal, either in writing or in person, against the decision of the Disciplinary Committee following the receipt of a written decision.

4.2 The letter containing the appeal should be addressed to the Honorary Secretary of the Grand Western Archery Society and should state the grounds for the appeal.

4.3 The Honorary Secretary of the Grand Western Archery Society shall, upon receipt of an appeal, set up a hearing before a Disciplinary Appeals Committee chaired by the Chairman or Vice-Chairman of the Regional Council and having not less than one representative from each Constituent County Organisation. Regional Council representatives who have previously considered the case in question on the Disciplinary Committee shall not attend a Disciplinary Appeals Committee meeting.

4.4 The Member shall be notified, in writing, of the date and venue for the Disciplinary Appeals Committee meeting. This should take place within **twenty one** days of the date of the notification. Any reasonable request from the Member for delay shall be considered by the Chairman or Vice -Chairman and permitted or declined at their absolute discretion.

4.5 The Member shall have the right to invite a friend to attend the Disciplinary Appeals Committee meeting.

4.6 The Disciplinary Appeals Committee meeting shall consider the evidence that was submitted to the Disciplinary Committee. New evidence may be submitted to support the appeal and reasonable time must be available for its proper consideration.

4.7 If no new evidence is submitted, the appeal shall be judged on the fairness of the decision of the Disciplinary Committee.

4.8 The Disciplinary Appeals Committee shall issue a verbal decision at the meeting and confirm the decision in writing.

4.9 The decision of the Disciplinary Appeals meeting of the Regional Council shall be final.

5 Disciplinary Appeals Committee Powers

5.1 The Disciplinary Appeals Committee shall, on behalf of the Regional Council, have the power to confirm or set aside the Disciplinary Committee's decision and increase or decrease any sanction previously recommended.

Grand Western Archery Society

Inter-County Team Composition Policy

Introduction

Currently the Grand Western Archery Society holds both senior and junior Inter-county team competitions. The structure of the teams has changed over the years to follow the change in popularity of different bow-styles. The intention of Grand Western was that no individual county association should be disadvantaged by not being able to provide a full team at the competition.

Policy

Although Grand Western Council hold the overall right to limit the size and structure of the county teams they will seek unanimous approval from all county associations before changing the composition of any inter-county team event.

Approved team composition will be announced to the membership via the Grand Western Web-Site.

Grand Western Archery Society

Coach Training Grants Policy

Introduction

Currently the Grand Western Archery Society (GWAS) is responsible for the organisation and management of all "Archery GB" coach training courses within the region. Although all courses will be run on a non-profit break even basis, candidates will incur some out of pocket expenses.

If the need for a training course has been approved and authorised by the Grand Western Council. GWAS members, who have been nominated and financially supported by their club and county association, can seek a grant from GWAS towards their remaining out of pocket expenses.

Policy

The GWAS will provide grants towards their members "out of pocket expenses" incurred on them successfully passing a GWAS approved coach training course.

Criteria

To be eligible to receive a GWAS coach training grant the archer must have met the following criteria;

1. The archer has received the approval from their club and county association to attend the course.
2. The GWAS council has approved the course, and its management staff and costs.
3. The archer has submitted a completed application form declaring all the funding they have received towards the training costs, and itemising all their out of pocket expenses.