

# ***BACG (Berkshire Archery Coaching Club)***

## ***Constitution***

### **1 NAME:**

The name of the Club shall be the BACG *a.k.a* BERKSHIRE ARCHERY COACHING CLUB (hereafter "Club"), registered as Club number 2430 with ArcheryGB, Southern Counties Archery Society (SCAS) and Berkshire Archery Association (BAA).

### **2 ADDRESS:**

The address of the Club will be that of the current Chairman as recognised by the Southern Counties Archery Society (SCAS) and Archery GB as the County Coaching Organiser (CCO).

### **3 OBJECTIVE:**

The objective of the Club is to provide coaching support and coach training for the County Archery Association of Berkshire and the archers affiliated to this Association; and to assist this Association in the promotion and encouragement of the sport of archery in all forms recognised by Archery GB. (The boundary of this County Association is, as it existed in 1972).

### **4 MEMBERSHIP:**

4.1 Membership of the Club shall automatically consist of all persons being currently affiliated to Archery GB via the county association of Berkshire and holding a current Archery GB coaching license.

4.2 In addition membership may be extended to include those persons in Berkshire who are currently affiliated to Archery GB and not holding a current Archery GB coaching license, and to those other persons no longer affiliated to Archery GB, who have made or are making contributions towards archery coaching outside the current Archery GB coaching scheme. Such extension shall be at the discretion of the Club Committee and reviewed annually.

4.3 Membership may, at the discretion of the Club Committee, also be extended to persons in counties adjacent to Berkshire who meet the requirements of 4.1 and 4.2 above.

4.4 Membership, subject to 4.1 above, shall terminate if any member shall fail to renew his/her coaching License by the due date or if the License shall be withdrawn by Archery GB for any reason or if the member shall cease to be an affiliated member of Archery GB.

### **5 MANAGEMENT:**

The management of the Club shall be in the hands of the Committee. The Committee shall consist of the following Officers:

Chairman (CCO post holder)  
Secretary  
Treasurer  
CCO Development  
CCO Performance

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CCO Education & Personal Development

Renewal panel chairman

Coaching course Administrator

5.1 The Chairman (CCO post holder ) will be elected from any of the three CCO positions and will take the overall lead on coaching strategy. For the purpose of recognition by the Regional Coaching Committee of the Southern Counties Archery Society the Chairman shall act as the County Coaching Organiser (CCO) for Berkshire. The Chairman may delegate another member of the Club Committee to attend meetings of the SCAS Regional Coaching Committee in place of or in addition to the CCO.

5.2 The Committee shall have the power to co-opt additional members to meet specific needs and to form sub-committees as necessary. Co-opted members and sub-committees shall stand down at the Annual General Meeting of the Club but may be re-appointed subject to agreed continuing need.

5.3. The duties of the Officers and other committee members shall be as follows:

### 5.3.1 Chairman

Derive the overall strategy & direction

Chairman of Club Meetings and Committee Meetings

Berkshire CCO Role holder (NCO/RCO Interface)

Attendance at SCAS RCO meetings

BACG Representative on the Berkshire Archery Association Committee

### 5.3.2 CCO Development

- Organisation & coordination of coaching support for clubs in Berkshire
- Interface to the Berkshire Sports Partnership and other relevant organisations
- Organisation & coordination of **general** coaching of junior archers
- Organisation & coordination of **general** coaching of senior archers

### 5.3.3 Treasurer

- Management of the coaching Club finances
- Identification of suitable auditor for the Club accounts
- Arrangement of a minimum of biennial auditing of the Club accounts

### 5.3.4 Secretary

- Venue Booking for Club Meetings
- Advertising and Notification of Club Meetings
- Note taking at Club Meetings & their subsequent distribution
- Taking the attendance register at Club Meetings
- Production and distribution of certificates of attendance at Club Meetings
- Venue Booking for Committee Meetings

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- Create & maintain content on the web site with assistance from the Webmaster

### 5.3.5 CCO Education & Personal Development

- Identify and satisfy the need for formal coach training amongst members of Berkshire Archery Association.
- Support the Course Administrator for all formal coach training courses
- Liaise with neighbouring counties to collaborate on coach education when appropriate
- Speaker / Subject organisation for Club Meetings as part of on-going coach development

### 5.3.6 CCO Performance

- Organisation & coordination of performance coaching of junior archers for and on behalf of Berkshire Archery Association.
- Organisation & coordination of performance coaching of senior archers for and on behalf of Berkshire Archery Association.
- Liaise with relevant ArcheryGB performance structures (regional academy coaches etc.) as necessary and disseminate current performance coaching best practices within the county.
- Liaise with the CCO Development and the CCO Education & Personal Development to ensure that coaching events are used to aid the development of coaches

### 5.3.7 Renewal Panel Chair

- Coordination of Level 1 Renewal Panels
- Level 2 Renewal Panel Chair

### 5.3.8 Course Administrator

- Course Administrator for all Level 1 Coach Training courses
- Course Administrator for all Level 2 Coach Training courses
- Maintain a Register of Coaches for Berkshire and submit a summary of annual changes at the Club AGM.

## **6 MEETINGS:**

6.1 The Committee shall meet at least four times a year to consider the reports from the Officers, and to transact any other business as necessary. Except where otherwise provided, a quorum shall consist of four members. The Chairman shall not vote, but will have a casting vote. In the absence of the Chairman a deputy shall be appointed from among those present.

6.2 An Annual General Meeting shall be held in February of each year. An Extraordinary General Meeting shall be called if requested by five or more members of the Club. A quorum for a General Meeting shall be nine members of the Club.

## **7 ELECTIONS:**

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7.1 Elections for the Officers of the Committee shall take place at the Annual General Meeting. The period of office for all Officers shall be one year, but all shall be eligible for re-election. The period of office shall commence at the closure of the General Meeting at which the election took place.

7.2 Nominations shall be lodged with the Secretary not less than fourteen days before the date of the Annual General Meeting.

7.3 Vacancies in the Committee occurring during its term of office shall be filled by co-option (as in 5.2 above).

### **8 PROCEDURE AT GENERAL MEETINGS:**

8.1 The ordinary business of the Annual General Meeting shall be:

8.1.1 To present the Notice of the Meeting.

8.1.2 To receive and approve the minutes of the previous Annual General Meeting.

8.1.3 To receive and approve the reports of the Officers.

8.1.4 To receive and approve the audited accounts of the Club.

8.1.5 To fix the level of any subscription that may be required to enable the Club to function effectively.

8.1.6 To elect the Officers of the Committee.

8.1.7 To conduct any other business, which has been notified to the Secretary at least fourteen days before the date of the General Meeting.

### **9 FINANCE AND ACCOUNTS**

***NOTE OF EXPLANATION:** The Club is entitled to receive, subject to certain conditions, a Coaching Grant from Archery GB, which is allocated by the Coaching Finance Officer of the SCAS. Consequently the SCAS Coaching Finance Officer requires an account of all relevant income and expenditure in a specified format.*

*The Finance Officer of the SCAS Regional Coaching Committee has to prepare his report of the **Usage** of the Coaching Grant for the year ending 30 November and also a **Forecast** of usage for the coming year. Consequently he requires that returns in the specific SCAS format be in his hands by 30 September.*

*Arising from this the titular CCO needs to have both audited accounts and forecasts from the CCOs covering their separate activities as well as similar accounts from the Secretary and Treasurer. To allow for the completion of the SCAS forms, these separate accounts should be to hand by 1 September.*

9.1 The Treasurer shall ensure that auditable records be kept with regard to:

9.1.1 The completion of the usage and forecast forms as required by the SCAS

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Coaching Finance Officer.

- 9.1.2 All authorised financial activities delegated to the Officers.
- 9.1.3 The books of account shall be kept at the home of the Treasurer and shall be made available for inspection by the CCO on request.
- 9.1.4 The Club shall have a dedicated bank account in its name. The Treasurer shall hold the chequebook and all cards and documents relating to the account. With the agreement of the Committee, the Treasurer may issue floats to the Officers to cover day-to-day expenses.
- 9.1.5 An audited statement of account and balance sheet shall be presented to the Annual General Meeting of the Club at least every two (2) years.
- 9.1.6 The Auditor(s) shall be elected at the Annual General Meeting. No Auditor shall be a past or present member of the Committee.

### **10 COMMUNICATION**

- 10.1 Notices of Club Meetings shall be sent to all members as defined in Section 4 above with a minimum of 14 days' notice. It shall be a duty of members wishing to attend such meetings to respond as indicated in the Notice of the Meeting.
- 10.2 Notice of all personal development coaching events shall be circulated to all archery clubs in the county of Berkshire and posted on the Berkshire Archery Association website.
- 10.3 Notice of all locally run training courses for Archery GB Coaching Licenses shall be circulated to all archery clubs in the county of Berkshire, to the CCOs of adjoining counties within SCAS and to the Regional Coaching Organiser of SCAS. Such training courses shall be properly authorised as required by Archery GB from time to time.

### **11 DISCIPLINE:**

The Group's procedures will adhere to those of the BAA and Archery GB. In the event of any conflicts between these procedures, the order of precedence will be: Archery GB, then BAA, then the Club

If a written complaint against a member of the Club is received by the Committee Chairman or other Officer, supported by a witness or other corroboratory statements, the Chairman in consultation with other members of the Club Committee, shall consider what action if any needs to be taken. If action is considered to be necessary the complaint may be referred to the County or Regional Committees or to Archery GB. Pending the outcome of such referral the Committee may suspend the member.

Complaints against a member, where there has been an alleged breach of ArcheryGB "Safeguarding Children & Young People" Policy shall be referred immediately to the CPO – Berkshire Archery Association for investigation.

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### **12 DISSOLUTION:**

In the event that it becomes necessary for the Club to be wound up, if after payment of all debts and liabilities there remain any funds, these funds shall not be distributed among the members of the Club but shall be transferred to some similar organisation with like objectives, nominally Berkshire Archery Association or to a charitable body. Any properties of the Club shall also be considered for transfer, provided that such properties shall have a further useful life in the hands of the similar organisation, failing which they shall be written off.

### **13 ALTERATIONS TO THE RULES:**

13.1 The Rules of the Club may only be altered, amended, repealed or added to at a General Meeting of the Club arising from the advice of the Committee or by a resolution of the members. Such a resolution must be submitted in writing to be received at least fourteen days prior to the date of such General Meeting.

13.2 No changes to the Rules shall be in conflict with the requirements of Archery GB, SCAS or the County of Berkshire.

**This Constitution was adopted at a General Meeting held on 19th February 2015.**