



University of Birmingham Archery Club Code of Conduct

1. Training -

- 1.1 Attendance at training sessions is compulsory.
- 1.2 All players should arrive prepared, with the appropriate equipment at least 10 minutes before each session.
- 1.4 If any club member arrives after the commencement of a training session he should convey his apologies to the coach and captain.

2. Tournaments

- 2.1 All players selected must wear university playing-shirts.
- 2.2 Players must report to their captain at the specified time. Late arrivals will not be tolerated.
- 2.3 Players must be professional in their approach to all tournaments; i.e. ensuring that they are correctly equipped, dressed and prepared for the competition.
- 2.4 When representing the University in BUCS fixtures new kit must be worn in accordance with the University's re-branding policy. As such all squad member must purchase a Playing Shirt.

3 Discipline / Complaints.

- 3.1 Players wishing to object / complain concerning matters appertaining to the club must express their dissatisfaction in person and in private to their captain or the coach.
- 3.2 Failure to comply with the clubs Code of Practice may result in disciplinary action by the club committee, which may lead to expulsion from the club.

4. Tours/tournaments

- 4.1. Should be done initiated with Club Development Officers.
- 4.2 Itinerary drawn up.
- 4.3 USB H&S Adviser consulted on the tour/tournament.

5. Signatories

- 5.1. The club signatories shall be the Club Captain, Secretary, Treasurer and Vice Captain.
- 5.2. Copies of signatures to be kept in Club file.



University of Birmingham Archery Club Club Constitution

Name

The club shall be called University of Birmingham Archery Club, referred to hereafter as 'the Club'.

Address

The address for all correspondence shall be:

University of Birmingham Archery Club
C/O The Athletic Union Office
Munrow Sports Centre
The University of Birmingham
Edgbaston
Birmingham B15 2TT
Tel. 0121 414 3870

Aims and Objectives

The aims and objectives of the Club are to promote and contribute towards the furtherance of the sport of archery at all levels at the University.

Membership of the Club

Membership of the Club will be open to all current student members of the University, affiliated Colleges, and graduates of the University. Individuals who are not members of the University may participate in Club activities in a coaching capacity and/or playing capacity with the approval of both the Athletic Union and the Club Committee. They will be required to pay non-student fees.

Club Subscriptions and Club Finance

All Club members are liable to pay an Athletic Union fee annually, determined by USB in conjunction with the VPS. All Club members are liable to pay a Club Membership fee. The Club Committee determines this fee and is responsible for ensuring that all members are paid up. It will be collected in the first few weeks of the first term. Club members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with Club expenses.

Club Officials

An elected committee will conduct the Club's administration. The Committee will be elected annually by the Club membership. Responsibilities of individual officers shall be listed by the club and amended by the committee when appropriate. The Committee will consist of the following officers who shall be University student members.

- Club Captain
- Secretary
- Treasurer
- Vice Captain
- Equipments Officer
- Tournaments Officer
- Social Secretary
- Press Officer (Non-executive)
- Novice Captain (To be elected by the novices during the 1st term)

Representation

The Club shall be represented at the Athletic Union mini forums and Club Captains meetings.

Meetings

The 'outgoing' club captain shall arrange an Annual General Meeting. The Club members and Sports Sabbatical shall be given 7 days prior notice before the AGM.

The Club Captain shall arrange regular ordinary general meetings; a minimum of 5 days is required. Regular committee meetings are required to discuss all club matters. The VPS should have access to minutes from all meetings.

Voting

Voting will take place at the AGM for the election of Club Officials, or at any other meeting deemed necessary by Club Officials.

Only Club members and coaches will be entitled to vote.

The VPS must be informed immediately, in writing, of the results of all elections or voting.

Award of Sporting Colours

University 'Colours' are awarded, according to both the agreed club criteria and following the USB criteria. Clubs criteria may only be changed at a meeting, which should include 2 members of the Club Committee, one of which should be the Club Captain and the VPS.

Club Complaints Procedure

The procedure has been created to allow Club members to raise complaints about issues that might involve the following:

- The safety of Club activities
- Poor standards of instruction of leadership
- The standard of equipment used for Club activities
- Poor Club administration
- The lack of suitable activities for their level of participation

Complaints concerning club safety or operation matters should initially be addressed to the Club Captain. Should this prove unsatisfactory, a written complaint should be made to the Club Captain or if preferred, the VPS. A reply should be received within 10 days.

Discipline

Any member not strictly adhering to the Club's Code of Practice and/or Constitution may be disciplined at a meeting of the Club Committee.

Changes to Club Constitutions

Changes may be implemented if approved by the VPS and a two-thirds majority is obtained at an annual or ordinary general meeting of the Club.

Declaration

As a Club Official I agree to abide by and enforce the rules of the Club Constitution and office to which I hold.

Club Captain _____

Secretary _____

Treasurer _____

Vice Captain _____