

*The City of Cambridge  
Bowmen*



*Members Handbook*

Welcome to the City of Cambridge Bowmen, we hope that you will enjoy your time with the Club and participation in this noble and ancient sport.

City of Cambridge Bowmen (C.C.B.) was established in 1951 and has a history of archers from Cambridge, the surrounding areas and beyond. We welcome Recurve, Compound, Barebow and Longbow archers of all standards.

We try to shoot outdoors all year, and during the winter shoot twice weekly indoors.

We are a members Club and as such all members have something to contribute whether it be time, talents or knowledge. If you have a point to make or a suggestion then please advise a member of the Committee, which is elected by you at the AGM and if possible it will be acted upon.

Within this booklet you will find the Club's constitution, details of venues & times, basic rules and information regarding classifications and awards.

We wish you well and trust you will enjoy your time with us.

Yours sincerely

Your Chairman

## *Statement of Membership*

I hereby agree to abide by the constitution and rules of the City of Cambridge Bowmen as set out in this document and as amended from time to time. I am also prepared to give of my time helping the Club run smoothly and efficiently to the benefit of all.

Member name:-.....

Signature:-.....

Date joined:-.....

GNAS number:-.....



3<sup>rd</sup> Class achieved on:- .....



2<sup>nd</sup> Class achieved on:-.....



1<sup>st</sup> Class achieved on:-.....



Bowman achieved on:-.....

## *Club Code of Conduct*

We are members of Archery GB (also known as Grand National Archery Society) who administer all Archery within the UK, SCAS (Southern Counties Archery Society) and CAA which is Cambridgeshire Archery Association. We are bound by their rules and codes of conduct (details of which can be found on their associated websites).

We cannot emphasise enough that if not handled and used in a responsible and sensible way, a bow is a dangerous piece of equipment. You **MUST** abide by the rules of shooting as set out by Archery GB, the field layout, instructions given by the Club Captain or other committee members and any other Club specific rules at all times.

Any shooting equipment which is to be used at the Club's shooting venues should be inspected and approved for use by a committee member or the Club Coach.

We also point out that, as the field on which we shoot is used by other sports, **ALL** arrows **MUST** be found before you leave the field. Should you struggle to locate an arrow there is a metal detector in the shed which can be used to help. If you are unsure how to use it please ask a committee member. It follows that arrows that are entirely Carbon are not permitted on the field.

Solo shooting is permitted at the Club although it is not advised. If you do shoot on your own it is at your own risk in respect to personal injuries as per the Archery Rules of Shooting Rule 103 ci. Beginners (i.e. archers who have been shooting for less than 9 months) are not permitted to shoot on their own.

Please also note that juniors (10-17yrs) must be accompanied by a responsible adult guardian and one other archer (who is not a beginner) on the field at all times. If not the junior cannot shoot (the responsible adult guardian can be the other required archer).

Please make sure that every time you return equipment to the shed that the shed is left in a safe and tidy condition.

## *Archery GB code of conduct*

Archery GB has drawn up a Code of Conduct for the benefit of all members. This is to serve as a reminder of their obligations to the governing body and its members when participating in and administering the sport of archery. Full details of all their rules, policies and procedures can be found on their website

Each member is committed to:

1. Obeying the Archery GB Rules of Shooting, Rules, Policies and other guidelines as the Society publishes.
2. Behaving in a manner that upholds the dignity and reputation of Archery GB and its members, including junior members and vulnerable adults.
3. Acting in fairness and with integrity when dealing with Archery GB and its members.
4. Avoiding the abuse of power or trust arising from position or status within Archery GB.
5. Using archery skills and equipment in a responsible way so as to avoid nuisance, damage or injury.
6. Never taking advantage of, or abusing, any other member of Archery GB, including especially, junior members and vulnerable adults.

We at C.C.B. stand by these statements and seek to ensure they are implemented at all times within the club.

# *Club Constitution and Rules*

## 1. Name, Objects and Insignia:

- a) The Club shall be called “The City of Cambridge Bowmen”.

The objects of the Club shall be to foster the ancient pastime of ARCHERY, and to engage in any other activities which the members may consider contribute towards this end, or may be reasonably associated with it.

- b) The Club colours shall be pillar box red and gold.

The badge shall be shield shaped, pillar box red filled, outlined in gold, with a gold bow at full draw with both hands and wrists showing. The letter ‘C’ at the two top points and the letter ‘B’ at the base point.

## 2. Membership:

- a) Full members and non-shooting members shall be persons who have paid their appropriate Membership Fee. See 3.f
- b) The expulsion of members shall be by the Committee elected under Rule 6.
- c) Junior members shall be persons who have reached their 10th birthday, but not their eighteenth birthday and who have paid the subscription under Rule 3
- d) The Committee may elect suitable persons to be honorary members. They need pay no subscriptions but will have all the rights and privileges of a full member.

### 3. Subscriptions:

- a) The Club subscription schedule shall be set at each AGM for Adult, Junior, Non-shooting members, Seniors (+65), Joint Memberships (Adult Couples, Adults and Juniors), Family memberships. The target fees for Visitors as defined in rule 9 are also to be set at the AGM.
- b) The Club subscription will be due at the AGM held on April 1st, or the nearest convenient date, and will be for twelve months ensuing. The amount payable to be paid no later than May Day.
- c) Members falling into arrears with their subscriptions may be suspended by the Committee or their membership terminated.
- d) All other fees i.e. GNAS, SCAS and County shall be paid by each member separately as and when due.
- e) A full member will be one who has paid the appropriate fees in 3a, or one who has received an honorary membership as set out in 2d, and in both cases the fees in 3d must be paid via the club (C.C.B) City of Cambridge Bowmen.

### 4. General Meetings:

- a) An Annual General Meeting open to all members shall be held on or about the 1st April each year, only full members as in 3.f have any voting rights.
- b) A General Meeting or EGM may be called by the Committee at any time.
- c) A General Meeting or EGM may be called by the Secretary, on receiving a written request signed by four full members.



- d) The Secretary shall place upon the agenda for any meeting called, under 4a, b or c any matter requested by the Committee, or any matter requested in writing by two full members.
- e) Before any meeting is held under Rules 4a, b or c, fourteen days clear notice in writing must be given to all members, and the agenda must be set out in the notice.
- f) Final authority in matters pertaining to the Club shall reside in any meeting called under Rules 4a, b or c, each full member shall have one vote on any motion set before the meeting and the Chairman of the meeting having a casting vote in case of a tie.
- g) A quorum for any meeting called under Rules 4a, b or c, shall be eight members.

#### 5. Officers:

- a) There shall be a Chairman, Honorary Secretary, Honorary Treasurer, Captain, Records Officer, Equipment Officer, Tournament Organiser, elected at the AGM holding office for one year from the 1st April.
- b) The Chairman, when present, shall preside at any General Meeting or meeting of the Committee appointed under Rule 6. In the absence of the Chairman their appointed deputy shall preside.
- c) The Captain shall appoint their Vice Captain, on or soon after their election.
- d) The Captain, or their appointed deputy, shall be in charge of all shooting meetings, and their directions must be obeyed by all members.

## 6. Executive Committee:

- a) All officers included in 5a shall be elected at the AGM to form an Executive Committee, which shall have full power to administer the affairs of the Club, subject to the decisions of the Annual or other General Meetings.
- b) Three members of the Committee shall form a quorum at any meeting of the Committee, with decisions ratified at the next full meeting of the Committee.
- c) An elected officer may only serve for 3 (three) consecutive years at which time the officer must stand down from their elected role, but can be nominated for another office. If there isn't a nomination for the role being carried out by that officer, they may serve for 1 (one) more year, if agreed by those attending the AGM while a new officer is found. A member can only serve on the committee for a maximum of 6 (six) consecutive years and then cannot be re-elected to any position for 1 (one) year.
- d) No committee member may sit on the committee of any other Archery Club and must affiliate to Archery GB etc via C.C.B.
- e) A committee member must be a full member of the club as per 3.f
- f) All the elected executive committee will be entitled to a fifty per cent reduction in their appropriate club fees.
  - 1).For joint membership where only one member is serving on the committee the full joint fee will be divided by the number of members in the fee and the

committee members part of the fee will be reduced by 50 per cent.

2). This reduction does not extend to those mentioned in 5.d (Chairman Deputy) or 5.c (Vice Captain) nor those co-opted on to the committee to help for specific tasks or in 6.g

- g) The Committee may co-opt members to fill casual vacancies occurring during the year.
- h) Co-habiting members may not sit on the committee at the same time and only one can be a cheque signatory.

## 7. Annual Reports, and Accounts

- a) At the AGM the Committee shall report, through suitable officers, upon the past year of the Club, and the Honorary Treasurer shall present a statement of accounts.
- b) A financially competent person, or persons, not being officers or of the Committee shall be required to conduct an 'Independent Examination' (or equivalent process) of the accounts on an annual basis.

## 8. Shooting Rules:

In all aspects, The Shooting Regulations of the Grand National Archery Society shall be followed as laid down in their booklet.

## 9. Visitors:

- a) Any member may introduce a guest to shooting meetings, and on such other occasions as the Committee may decide, but the Member must be responsible for seeing that the guest obeys the rules of the Club, and that any fee required by the Club is paid. The permission of the Captain, if present, or the

Warden of the Butts, must be obtained for the introduction of the guest.

- b) The Chairman and Captain shall be exempt from any restrictions as to the number of guests they may introduce or the number of occasions upon which they may introduce any one guest. The Chairman and Captain shall also be empowered to waive any fee at their discretion.

#### 10. Dissolution:

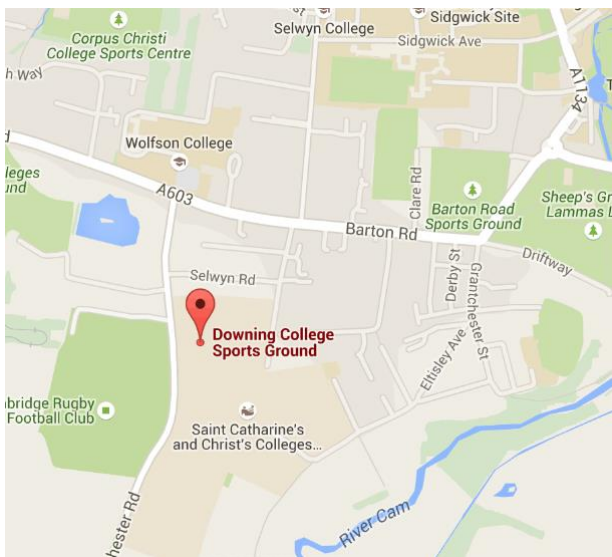
A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership attending the meeting.

In the event of dissolution, any assets of City Of Cambridge Bowmen that remain will become the property of Cambridgeshire Archery Association (C.A.A.) and the Clubs who pay their subscription to that Association.

# *Dates & Venues*

## Outdoor

We shoot at Downing College Sports Ground,  
Grantchester Road, Cambridge, CB3 9EA.



## Summer

We shoot exclusively outdoors from the 1<sup>st</sup> of April until the 30<sup>th</sup> of September.

We shoot Tuesday and Friday evenings from 4pm till dusk, and on Sunday afternoons from 2pm till dusk.

Occasionally, we are required to move our shooting times due to College events, and members will be advised by email as soon as we are made aware.

Targets may be set at any distance (up to 100yds), short distances to the left of the pavilion increasing in distance to the right. There are 70m and 90m markers installed to the right of the cricket square for convenience when setting up longer distances.

There must be a **minimum** of 25 yards between each target for each distance being shot. If targets are set closer than this, arrows have to be collected at the same time.

Please use common sense when setting up targets and if practicable put as much distance between targets as possible and maintain at least 25 yards to the left and right edges of the field. See the field layout on the next page for more information.

### Winter

We shoot at the field on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday in the month from 9.00am until 12:00 noon.

Targets may be set at any distance as in the summer (unless shooting down the rugby pitch from the shed, in which case the max distance is 50 meters).

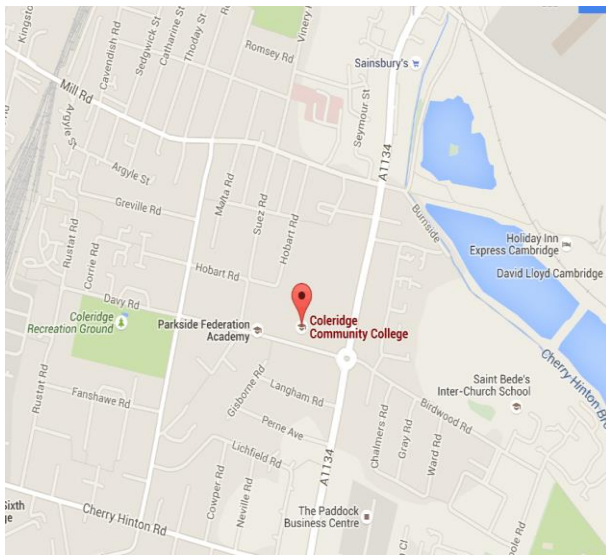
## **Field layout plan**



## Indoors

Indoor shooting is from the 1<sup>st</sup> of October until the 31<sup>st</sup> of March.

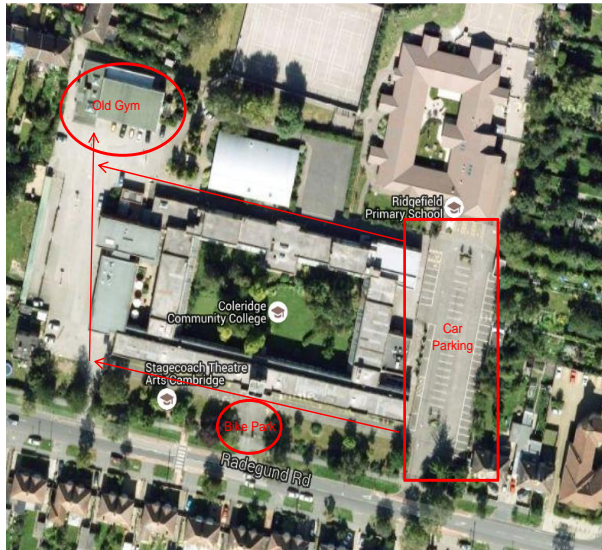
We shoot in the old gym at the Parkside Federation's Coleridge Campus, Radegund Road, Cambridge CB1 3RJ.



Shooting is on Monday and Thursday evenings from 7:15pm until 9:15pm. Please arrive by 7pm to assist in setting up the hall or please stay until the end to help pack away.



## Location of the Old Gym on Coleridge Campus



Shooting is strictly by a whistle system. Please ensure that the fire escape door at the net end of the hall remains closed at all times.

As the venue is small please be aware that talking on the line or just behind can be distracting to others, should you wish to have a full conversation please use the changing rooms.

# *Classifications*

Progression in Archery is measured by achieving classifications. There are classifications for both outdoor and indoor shooting. Classifications can be awarded for each bow category i.e. Recurve, Compound, Barebow and Longbow. However, the scores are different for each discipline, gender and age group, so make sure you use the correct table for your bow type.

Outdoors, all Archers begin with the classification of Archer. Progression to 3<sup>rd</sup>, 2<sup>nd</sup>, 1<sup>st</sup> Class and Bowman can be accomplished on club days, shooting appropriate rounds, having your score sheet witnessed and obtaining three scores at the required level for the class.

In order to obtain Grand Master Bowman or Master Bowman you have to shoot the appropriate rounds and gain the scores at an Archery Tournament.

Indoors the classifications are from A to H (A being the best).

Juniors (10-17) also have a full set of rounds which they can shoot as well as scores to achieve.

Full details of rounds and classifications can be found in the Archery GB rules of shooting, in our accompanying booklet 'Rounds & Classifications' or can be obtained from the Records Officer.

## *Handicaps*

Within most sports there is a handicap system in order to 'level the playing field', and Archery is no different. This gives everyone from beginner to expert an opportunity to win a Handicap Shoot.

The handicap tables are in the rules of shooting and handicaps range from 1, the best, to 100. To gain a handicap you can shoot any three rounds and submit the scores, with the handicap being based on the average of those scores. Each time you submit a new score better than your current handicap your handicap is revised.

Scores for handicaps and classifications must be submitted to the Records Officer. The score sheet must state your name, the date shot, the round shot, the full score, totals and be signed by you and another Archer who witnessed your shooting.

## *Awards*

To again help monitor your progression Archery GB and World Archery run awards schemes. Many of these are only achievable at tournaments so in addition we run our own awards schemes. Details of the Archery GB, World Archery awards can be found on their websites and also along with the CCB awards in our accompanying booklet 'Shooting Awards'.

# *Your notes*