

City of Cambridge Bowmen



Members' Handbook

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

City of Cambridge Bowmen (CCB) was established in 1951 and has a history of welcoming 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 and 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

Note this document I formatted for on screen reading heading below are hyperlinked to relevant section.

Contents

Club Code of Conduct	3
Archery GB codes of conduct.....	4
Adult Archers	4
Expected Minimum Standards of Behaviour and Conduct.....	4
Breaking the Code of Conduct	4
Young Archers.....	5
Expected Minimum Standards of Behaviour and Conduct.....	5
Breaking the Code of Conduct	5
Dates & Venues.....	6
Outdoor venue.....	6
Indoor Venue	6
Summer Shooting.....	6
Field layout.....	6
Winter Shooting.....	7
Outdoors	7
Indoors	7
Outdoor Field Layout	7
Progression in Archery.....	8
Classifications.....	8
Handicaps.....	8
Awards	8
Coaching.....	8
Useful Links	9
Club Constitution and Rules.....	10
1. Name, Objects and Insignia:	10
2. Membership:.....	10
3. Subscriptions:.....	10
4. General Meetings:.....	10
5. Officers and committee:	11
6. Executive Committee	11
7. Annual Reports, and Accounts.....	12
8. Shooting Rules:	12
9. Visitors:	12
10. Dissolution:	12

Club Code of Conduct

- We are members of Archery GB who administer all Archery within the UK, SCAS (Southern Counties Archery Society) and CAA (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 may be inspected and approved for use by a committee member, please ask if you are not sure.
- The field 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
 - If you are unsure how to use it please ask for help.
 - It follows that arrows that are all Carbon are not permitted on the field.

CCB Arrow policy

Outdoors

- All Carbon Arrows are not allowed
- All Arrows must be found before leaving the field
- Arrows should be labelled to help identify the owner (this is required if going to competitions)
- Arrows left on the field for other users to find could lead to us losing the use of the field
- It follows that the club reserve the right to take disciplinary action including suspension of membership.

Indoors

- Any arrows may be used

General

- If in doubt as to the suitability of arrows ask one of the coaching team before buying.

- Solo shooting is not permitted
- Juniors (10-17yrs) must be accompanied by a responsible adult (parent or guardian) and one other archer (who is not a beginner) on the field at all times
- 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 codes of conduct

Archery GB has drawn up codes of conduct for Adult and Junior archers. CCB endorse and support these, they are reproduced below. All Rules of shooting and Archery GB policies are available on their web page.

Adult Archers

We all have a responsibility to promote high standards of behaviour in Archery

As an archer, you have a big part to play. That is why Archery GB is asking every archer to follow a code of conduct.

The Archery GB Codes of Conduct applies to all Archery GB members when participating in and administering the sport of archery.

In order to protect the reputation of Archery GB, the code also applies to those associated with Archery GB who are involved in Archery whilst outside the UK.

Expected Minimum Standards of Behaviour and Conduct

As an Archery GB member I will:

- Respect the spirit of fair play in archery
 - Adhere to the Rules of Shooting and the spirit of archery
 - Display and promote high standards of behaviour
 - Promote Fair Play – I won't cheat, complain or waste time
 - Endeavour to ensure the sport is enjoyable for everyone
 - Accept success and failure, victory or defeat with dignity
 - Be on time for training, competitions and events
 - Never engage in or tolerate public criticism of fellow archers, coaches or officials
- Respect the rights, dignity and worth of my fellow archers
 - Speak to my fellow archers, coaches, judges and officials with respect
 - Remember we all make mistakes
 - Always respect the confidentiality of other archers
 - Treat other people's data as I would wish them to treat mine
 - Always have the best interests of my fellow archers at heart
- I will endeavour to ensure my own safety and the safety of others
 - Never participate when under the influence of alcohol or drugs
 - Place the well-being, safety and enjoyment of each archer above everything including standards of performance
- Protect others involved in archery from verbal or physical abuse and threatening or intimidating behaviour
 - Never engage in or tolerate offensive, insulting or abusive language or behaviour
 - Never engage in or tolerate bullying, intimidation or harassment
 - Never use or tolerate the use of social media (e.g. Facebook/Archery Interchange) to engage in bullying, intimidation or harassment
- Abide by Archery GB Rules and Policies including:
 - Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults
 - Archery GB Equality Policy
 - Archery GB Anti-doping rules
 - Archery GB Bribery Act
- Take personal responsibility:
 - To update Archery GB with changes to personal information

Breaking the Code of Conduct

By joining Archery GB, everyone agrees to abide by this Code of Conduct, all Archery GB policies, rules, regulations and procedures.

Archery GB therefore has the right to investigate and take disciplinary action, as in line with the Archery GB Disciplinary Policy, Regulations and Procedures, against any alleged breaches of this

Code of Conduct or our policies, rules, regulations and procedures, which may bring Archery GB into disrepute.

Young Archers

Having FUN, a POSITIVE ATTITUDE and GOOD SPORTSMANSHIP are the most important things for young archers. The Young People's Code of Conduct applies to all young people.

Expected Minimum Standards of Behaviour and Conduct

As a young archer I will:

- Respect my sport
 - Be on time and be polite
 - Try my hardest and do my best
 - Play fairly – I won't cheat
 - Accept success and failure, victory and defeat, with dignity
 - Respect archery facilities and equipment
- Respect others
 - Listen and respond to my coach
 - Respect the decisions of officials
 - Control my emotions – verbal or physical abuse is not acceptable
 - Never bully, spread rumours or tell lies (including social media e.g. Facebook)
 - Protect other archers from abuse and bullying
 - Welcome new young people
 - Make sure I tell my coach/parents if I think another young person needs help
- Have Self Respect
 - Take responsibility for my actions
 - Never smoke, drink alcohol or take drugs (other than prescription)
 - Never use inappropriate language or gestures
 - Tell someone I trust if the behaviour of others make me feel uncomfortable

Breaking the Code of Conduct

By joining Archery GB, You are agreeing to stick to this Code of Conduct and all of the Archery GB policies, rules, regulations and procedures.

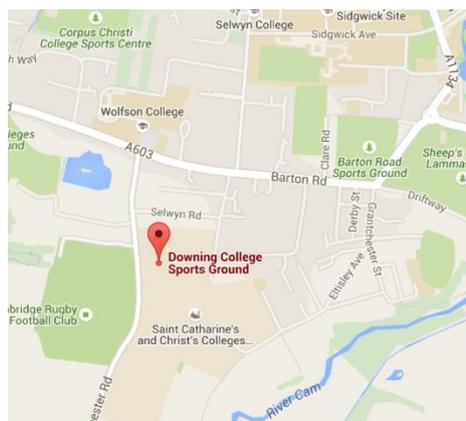
If you break the Code of Conduct your parents may be informed and your behaviour might be investigated and disciplinary action might be taken.

Dates & Venues

Outdoor venue

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

For directions follow this [link](#)



Indoor Venue

We shoot in the old gym at Coleridge College, Radekund Road, Cambridge CB1 3RJ.

For directions follow this [link](#)

Summer Shooting

We shoot outdoors from the 1st of April until the 30th 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.

Field layout

Targets may be set at any distance (up to 100yds (See layout diagram below)).

In front of the pavilion maximum distance is 60 yards/ 50 Metres so as to avoid damage to the cricket square. Please use this space for short distances so that there is space for long distances at the sides.

There are 70m and 90m markers installed to the right of the cricket square for convenience when setting up longer distances.

If setting up independent ranges (ie collecting arrows at different times from other targets) a **minimum of 20 yards/ 18 metres must be left between targets.**

When the field is busy independent shooting may not be possible. Please use common sense in arranging targets so that they are grouped so as to allow maximum number of archers.

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Targets must be placed 25 yards/ 23 metres from the side boundaries- that is the fence or the warning signs.

Winter Shooting

Winter shooting takes place from 1st of October until the 31st of March.

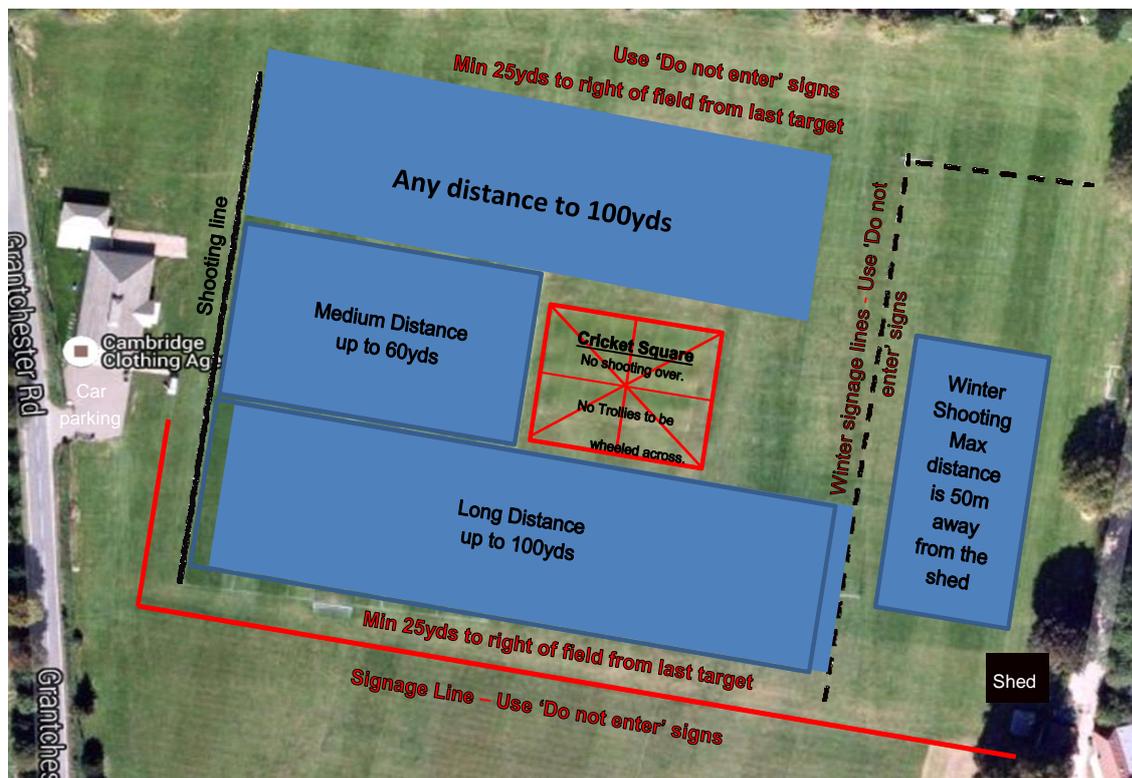
Outdoors

We shoot at the field **every Sunday** from 13.00 to approx. 16.00.

Winter outdoor layout

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). (See layout diagram below).

Outdoor Field Layout



Indoors

Indoor shooting is from the 1st of October until the 31st of March.

Shooting is on Monday and Thursday evenings from 7:15pm until 9:15pm.

Please arrive by 7pm to assist in setting up the hall and please stay until the end to help pack away.

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.

Progression in Archery

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 3rd, 2nd, 1st Class and Bowman can be accomplished on club days, shooting appropriate rounds, obtaining three scores at the required level for the class and submitting these to the records officer

To obtain Master Bowman or Grand Master Bowman you have to shoot the appropriate rounds and gain the scores at a record status competition.

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

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

Full details of rounds and classifications can be found in the Archery GB rules of shooting and scores required for the classifications in the Shooting administration procedures, available from Archery GB at this [link](#)

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 (although these are rare).

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. Information on handicaps at this [link](#)

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.]

Awards

To again help monitor your progression Archery GB, the English Archery Federation and World Archery run awards schemes. Most awards are available during competition shooting, although some are available during club shooting. Details of the Archery GB, EAF and World Archery awards can be found on their websites. Ask one of the coaching team about awards. other awards

Coaching

There are a number of routes to getting coaching inside and outside the club. If you are interested discuss it with one of the coaching team to see what is best for you.

(coaching@cityofcambridgebowmen.co.uk)

Useful Links

[City of Cambridge Bowmen](#)

[Archery GB](#)

[English Archery Federation](#)

[Cambridgeshire Archery Association](#)

[Southern Counties Archery Society](#)

[World Archery](#)

[Sport80](#) (this is where you manage your Archery GB profile)

Club Constitution and Rules

1. Name, Objects and Insignia:

- a. The Club shall be called "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.
- c. 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 or suspension 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 18th 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. The amount payable to be paid no later than 1 May.
- c. Members falling into arrears with their subscriptions may be suspended by the Committee or their membership terminated.
- d. All other fees i.e. Archery GB, SCAS and County shall be paid by each member through the club secretary 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 (CCB) 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.e 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 and committee:

- 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.
- e. In addition to the above Officers, there may be up to 3 (three) Non-Officer committee members, whose role shall be to represent the views of members, assist the committee and take on tasks as and when useful. These Non-Officer roles shall only be filled if there is already an elected Chairman, Honorary Secretary, Honorary Treasurer and Tournament Organiser. These Non-Officer committee members shall be elected at the AGM and shall not be eligible for reduced membership fees unless taking on specific roles within the Committee.

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 serve for 3 (three) consecutive years at which time the officer must offer to stand down from their elected role. If there is no nomination for the role being carried out by that officer, they may serve for 1 (one) or more years, if agreed by those attending the AGM while a new officer is found. It is suggested that a member should not serve more than 6 consecutive years on the committee and City of Cambridge Bowmen should advertise their role as available at the AGM to allow other members to replace them if so willing.
- d. No committee member may sit on the committee of any other Archery Club and must affiliate to Archery GB etc via CCB
- 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
 - i. 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.
 - ii. 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.

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:

- a. In all aspects, The Shooting Regulations of Archery GB 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 Captain or committee member should be notified before bringing a 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. Dissolution:

10. Dissolution

- a. 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.
- b. 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.