

KENT ARCHERY ASSOCIATION

www.archerykent.org.uk



POLICY AND PROCEDURES MANUAL

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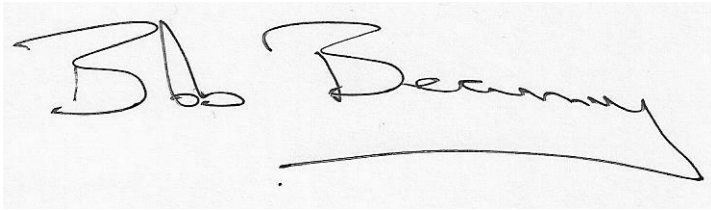
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Preface

These Policies and Procedures are approved by Kent Archery Association to give members guidance in their dealings with KAA.

The KAA constitution has not been included within this manual as changes to the constitution cannot be addressed by using the process outlined in part one of this document but require a motion at a general meeting of the association.

A handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and appears to read "Bill Beaman". There is a long horizontal flourish underneath the name.

Chairman, Kent Archery Association.
1.5.2014



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PART 1

POLICY REVIEW AND AMENDMENTS

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101. STATEMENT OF POLICY

(a) The Association's Operational Committee publishes a number of policies on various subjects relating to the events, activities and other services it provides to its members. Its authority to do so is included in the Association's Constitution.

(b) KAA formal policies are published by the KAA Operational Committee, which sets out the current way in which it will deal with the specific subject matter.

(c) It is important to understand that the responsibility for reviewing and amending¹ policies belongs to the KAA Operational Committee as a whole and individual members do not have the authority to change, promise to change or refuse to change any policy.

(d) There are a variety of reasons why it might be necessary or desirable to change policy from time to time, for example:

- changes to UK law;
- changes to ArcheryGB rules, policies or processes;
- changing needs or wishes of members;
- new events, services or opportunities;
- to explain issues and processes that are not widely understood.

(e) Thus no policy is "cast in stone" and unless it exists to comply with external requirements (e.g. UK law), it can be changed if the membership requires it.

(f) However, it is necessary to have a well-defined process for introducing new changes to ensure that:

- members are aware of how to request change;
- changes can be introduced in a controlled way;
- changes achieve what is intended;
- changes do not create unwanted "side-effects";
- all members have an opportunity to contribute;
- individuals or small groups do not have undue influence;
- policies are not subject to persistent and rapid change.

(g) This document sets out a standard process for making those changes, to which the Association's members and committees shall be required to adhere. It is important at all stages to ensure that information is available as early as possible to avoid passing the problem from one committee meeting to the next unnecessarily.

102. ROLE OF THE EXECUTIVE COMMITTEE

(a) Where the changes are complex, urgent or controversial, the KAA Executive Committee may meet to work through the "104. Impact Assessment" and present the result to the Operational Committee.

(b) It is important to note that the Constitution does not give the Executive Committee the power to decide or approve changes – only to formulate recommendations to the Operational Committee.

¹ For the purposes of this document only, "amendments" to a policy should be interpreted as including:

- changes to an existing policy document
- additions to an existing policy document
- adoption of a new policy document
- deletion of an existing policy document.



103. THE REVISION PROCESS

103.1 Requesting Change

(a) Changes to the Association's policies may be requested by either the Executive Committee or the Operational Committee.

(b) If a member or members of the Association believe that a change is required, they may submit a *written* request (including e-mail) to the county Secretary or to the member of the Operational Committee directly responsible for the current policy.

Note: Requests from members must be in writing so that there is no confusion between an off-the-cuff remark or a simple request for information and a genuine request for change.

The committee member approached might need to pass on the request to someone else, if they feel that they were the wrong one to approach, but they do not have the right to refuse to consider a formal request.

(c) The member of the Operational Committee who receives the request is required to ensure that other members of the committee are aware of the request and have time to consider it and contribute to the "104. Impact Assessment".

(d) The KAA Operational Committee will consider the request at the earliest practical opportunity.

(e) The Association will try to include the request in the agenda for the next meeting of the Operational Committee, but this may not always be possible, for example if:

- the request is received too soon before that meeting;
- the agenda for that meeting has already set;
- other time-critical or more urgent business requires attention.

104. Impact Assessment

(a) In most cases this is likely to be a short and simple process and as much of it as possible should be completed before the meeting that is to discuss the request.

(b) The first stage involves checking whether the request is actually possible and includes whether it:

- complies with time restrictions stated in this policy;
- is lawful (e.g. complies with UK law and ArcheryGB rules, regulations and mandatory policies);
- conflicts with other responsibilities of the Association;
- is desirable and to the benefit of the members, the KAA and/or the sport;

(c) It is possible that expert opinion will be required to complete the first stage, in which case this should be sought at the earliest practical opportunity.

(d) If the request passes these tests, then the second stage is to determine exactly what work is required:

- what impact (if any) does it have on any existing or planned activity?
- is it affordable?
- what resources (including volunteer time) are required to do it?

(e) If there are significant problems anticipated with either implementing or maintaining the change, then the Operational Committee will try to find a compromise that will deliver as much as possible of the original intent. They will then inform the member(s) who made the request of the outcome and the reasons behind it.

(f) If no solution can be found, the Operational Committee will provide a written confirmation that the request cannot be implemented and an explanation of the reason(s) why.

105. Draft Proposal

(a) The Operational Committee will be responsible for agreeing:

- the changes to existing policy documents that are to be circulated;



-
- any explanatory letter that will accompany those documents;
 - the planned time scales for implementation, assuming acceptance of the changes.

(b) This must be completed at the earliest practical opportunity and ideally at the same meeting that will have performed the impact assessment. Where the impact is considerable, unexpected issues arise or the change is likely to be controversial, this might not be possible; provided that the Operational Committee can agree the broad content at the meeting, drafts should be circulated around the committee members outside of formal meetings to reduce waiting time.

106. Consultation

(a) The draft changes and accompanying explanation must be circulated to the secretaries of all Associated Clubs and to all Direct Members to allow them to review and comment on the proposed changes. This is likely to mean a separate mail-shot, unless it is known that the change is not considered urgent.

(b) The recipients will be given 12 weeks from the date of posting to respond; responses after that date will only be accepted if it does not delay the overall process.

(c) The same information will be made available on the county web-site to reach the greatest number of members directly, unless privacy or confidentiality issues prevent it.

107. Review

(a) The Operational Committee will review the results of the "106. Consultation" as soon as practical and it shall be at their discretion whether to implement, modify or refuse the proposed changes.

(b) If substantial modification is required, the Operational Committee shall have the right to repeat the "106. Consultation" part of the process.

(c) If the Operational Committee decides that, following the consultation, the proposed changes cannot be implemented, they shall inform the member(s) who made the original request, giving the reason(s) for their decision.

108. Publication

(a) The final stage is to publish any agreed changes, by circulating to the secretaries of all Associated Clubs and to all Direct Members and including the date that the changes will take effect. The policy document will also be added to the county web site for ease of access by members.

109. Time Limitations

(a) A mechanism is required to prevent:

- different members repeatedly making and reversing a change;
- repeated requests for the same or similar change even though previous requests have failed.

(b) Both scenarios would create a huge burden of effort and prevent productive work from taking place. Once a decision has been made and the change has been implemented or refused, the Operational Committee shall have the right to decline any request to change the same subject matter for a period of 3 years from the date of implementation or refusal.

(c) If the "110. Dispute Process" is invoked, the limitation period will start from:

- the date of implementation, or
- the date that the "110. Dispute Process" is completed,

whichever is the later.

110. DISPUTE PROCESS

(a) If a member requests a change and is not satisfied that the outcome has been arrived at fairly, that member shall have the right of appeal to the Operational Committee.



(b) A single appeal only will be accepted, provided only that it has the written support of 10 members of the Association on the same basis as described in articles 12.1 and 12.2 of the Association's Constitution for the calling of an Extraordinary General Meeting.



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PART 2

MEMBERSHIP

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201. STATEMENT OF POLICY

(a) This policy relates only to membership of the Kent Archery Association; clubs, regional associations and the national governing body will operate their own policies and/or guidelines.

"Associated Club" status is available to any:

- Archery club,
- Disability sports club with an archery section,
- School, college or university with an archery section,
- Leisure- or Sports Centre with an archery section,

in Kent (including certain parts of SE Greater London), subject to a few conditions laid down by ArcheryGB, the national governing body.

(b) Once a club is recognised in this way, the full members of that club will normally become Club Members or Junior Club Members of the Kent Archery Association. Recognition of a club by the Association and Club Membership are dependent upon the payment of the appropriate membership fee.

(c) Direct Membership of the Association is also available to persons aged 18 years or over, who either are currently affiliated to ArcheryGB or have previously been affiliated to ArcheryGB for at least a year.

202. Membership Rights and Responsibilities

(a) Membership of the Association gives you the opportunity to:

- earn Awards at County Tournaments and Championships;
- earn County Records;
- be invited to take part in the annual "County Invitation Tournament";
- be included in representative County Teams,
- earn other Merit Awards for shooting achievements or service to the Association.

(b) It gives you the right to:

- give constructive suggestions as to how The Association can improve the services it provides to its clubs and its members;
- attend General Meetings and Operational Committee meetings;
- vote at General Meetings (excludes juniors);
- stand for election to, or be co-opted to the Executive Committee or Operational Committee (excludes juniors);
- stand for election to the post of President (excludes juniors).

(c) It gives you the responsibility to:

- uphold the best traditions of "Union, True Heart and Courtesie",
- support, help and criticise constructively,
- not to act in any way that is likely to bring the sport or the Association into disrepute.

203. Classes of Membership

(a) In general there are two ways of affiliating to the national governing body (ArcheryGB), regional governing body (SCAS) and the county governing body (KAA – the Association) – it can be done either as a package via the club membership system, or individually at the individuals responsibility. For simplicity, the three levels will be referred to as "the governing bodies" throughout the remainder of this document.



204.Clubs and Club Members

(a) A club that gains recognition by ArcheryGB and the relevant regional and county governing bodies is known as an Associated Club or a Junior Associated Club. Individuals who become full members of such clubs will normally pay their club membership fees and affiliation fees to the governing bodies together in a single amount once a year to their club. The club membership secretary is then responsible for the paperwork and payment to governing bodies.

(b) Individuals of 18 years of age or more, who become members of the Association in this way, are known as Club Members; individuals below the age of 18 years are known as Junior Club Members.

(c) This form of membership suits the overwhelming majority of archers and is the simplest and cheapest.

(d) deleted.

(e) Clubs are entitled to define types of membership of their club, which do not include the right to shoot (e.g. "social" or "volunteer" members). Such forms of membership will not automatically include affiliation to the governing bodies, but anyone in this position might be entitled to apply for Direct Membership of the Association.

205.Direct Membership

(a) Individuals wishing to arrange their own membership of the governing bodies may apply for Direct Membership of the Association. This is open only to individuals aged 18 years or over who either are currently affiliated to ArcheryGB or have previously been affiliated to ArcheryGB for at least a year.

(b) This form of membership does not entitle the holder to any additional rights, except to receive a personal copy of all official communications as provided to club secretaries. This includes, but is not limited to, correspondence relating to the AGM and any EGM, committee minutes and information from national and regional governing bodies for circulation to clubs.

206. Honorary Membership

(a) Honorary Membership is a merit award, which may be granted to existing Club or Direct Members by the Association at its AGM. It entitles the holder to free membership for life, but does not affect their rights, responsibilities or duties in any way.

207. Membership Fees

(a) The Association's membership year follows that of ArcheryGB, which currently runs from 1 October of one year to 30 September of the next. Membership renewal reminders are normally sent to club Secretaries and Direct Members during July or August – membership fees are due by the end of September.

(b) Honorary Members and Honorary Life Vice Presidents will remain so (without having to take any annual action) until and unless they notify the Secretary of their wish to relinquish the honour.

(c) The current fees are available on the website or by contacting the secretary.



PART 3

CHAMPIONSHIPS AND TOURNAMENTS

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301. EVENTS

(a) The following County Championships and Tournaments shall be recognised:

Title	Type	Responsibility
Outdoor Target	Championship	KAA Operational Committee
Indoor Target	Championship	KAA Operational Committee
Field Archery	Championship	KAA Operational Committee
Clout	Championship	KAA Operational Committee
Longbow	Championship	KAA Operational Committee
Para-Archery	Championship	KAA Operational Committee
WA 720	Tournament	KAA operational Committee
WA 1440 Target	Tournament	KAA Operational Committee
County Invitation	Tournament	KAA Operational Committee

302. Managed Events

(a) The Association's Operational Committee will seek to have a Tournament Organiser elected at each Annual General Meeting for each championship or tournament above. Responsibility may be delegated to an Associated Club within the county by the Operational Committee.

(b) For each such position for which no Tournament Organiser is elected, the Operational Committee will:

- Determine whether it wishes to proceed with that tournament during the coming year.
- Seek to appoint a suitable volunteer to fill the vacant position.

(c) Each Tournament Organiser shall be required to:

- run the tournament according to any current guidelines published by the Association for that tournament;
- provide regular progress reports to the Operational Committee.
- Following the tournament a full balance sheet to be provided to the Operational Committee.

303. Delegated Events

(a) In each case that a championship or tournament is delegated, the Operational Committee will:

- Negotiate and provide a mutually acceptable Terms of Reference to the host club.
- Provide suitable county awards.

304. Trophies

304.1 Award

(a) Unless explicitly stated to the contrary, all of the Association's trophies are awarded only for one year. Most trophies are awarded with an accompanying medal; all medals are awarded in perpetuity.

(b) The Association will require each trophy winner to sign for that trophy at the time that they receive it. In the case of a trophy awarded to a team, a couple, tied winners or other multiple winners, contact information for *each* winner may be recorded, but only one winner will be required to sign for the trophy and that one winner shall be considered responsible for its safe keeping and timely return.

(c) Should a winner not be present at the awards ceremony, then at the Tournament Organiser's discretion:

- the trophy may be presented to a proxy, who will be required to sign for it and take responsibility for correct delivery to the winner, or
- the trophy may be retained and presented at a future date, or
- the trophy may be forfeit and go unrewarded.



(d) In all cases, the signature will be considered to be evidence of receipt; it is therefore important that if a trophy is not available for presentation at the award ceremony, the Tournament Organiser shall not request a signature of receipt until the trophy is actually passed to the winner at a future date.

304.2 Safe-Keeping and Return

(a) It is the trophy winner's responsibility to:

- take all reasonable precautions to ensure the safe keeping of the trophy;
- consider whether to arrange insurance cover for the period that the trophy is in their possession (existing household insurance might provide suitable cover);
- return it at or before the corresponding tournament in the following year, undamaged, engraved (when appropriate), cleaned and ready for presentation to the next winner (return it to the corresponding Tournament Organiser, or seek advice from any current committee member);
- compensate the Association for any trophy that is not returned for any reason or is damaged (if a damaged trophy is replaced, the original trophy will remain the property of the Association).

(b) Because of the high cost of providing insurance cover for trophies at unspecified locations, they are not covered by KAA insurance once they have been taken from the tournament venue after presentation.

(c) Note that most KAA trophies have relatively low financial value; if in doubt please contact the county Treasurer for further information.

(d) Any trophy winner, who does not wish to take responsibility for that trophy, may return it to the Tournament Organiser immediately after the end of the presentation ceremony. In such cases the winner will still be required to sign for the trophy, but should also ensure that its return is recorded.

304.3 Engraving

(a) Some trophies awarded by the Association have provision for engraving of the year and the winner's name (or similar).

(b) Where such provision is made, it is the responsibility of the winner to:

- arrange and pay for that engraving, including small plates or mini-shields where required;
- ensure that the style of the engraving and any additional plate matches past engravings as closely as practical.

(c) Failure to have a trophy engraved will result in there being no record on the trophy of their win.

(d) However, in cases where there is no longer sufficient space to do the engraving or to add a matching small plate or mini-shield, the winner should report this as early as possible to the Tournament Organiser or other member of the Operational Committee. Creation of additional space (for example by adding an additional base) shall be the responsibility of and paid for by the Association.

305. County Championships

(a) Only Club Members, Junior Club Members and Direct Members of the Association shall be eligible to qualify as a champion and to qualify they must enter the tournament as either:

- a member of their first-claim club or club designated by their first-claim club and both clubs must be affiliated to KAA or
- as a Direct Member of KAA (provided that they are).

(b) A championship may be run in conjunction with an Open event, at which Open and/or Visitors' awards may be given.

(c) The Association shall recognise and award champions only at those tournaments that are designated as Championships above. Champions will only be recognised in their actual age group on the date that the round was shot, or where a round takes place over two or more days, their age group on the first day of competition.



(d) The Association will endeavour to recognise and award champions in as many of the ArcheryGB-recognised disciplines, bow-styles and gender/age groups as practical, but where entry levels are recurrently low, the Association reserves the right to limit the available categories.

(e) In the case that a championship tournament is unable to complete the advertised round then "County Champions" shall be awarded:

- regardless that the round actually shot may not have been the round originally advertised;
- regardless that the round being shot was not completed;
- based on the score shot up to and including the last completed end of shooting prior to abandoning the tournament;
- provided only that at least one scoring end has been completed.

306. Target Archery - Outdoors

(a) The Association recognises and awards champions in the following bow styles only:

- **Compound, Recurve Freestyle and Recurve Barebow** for all bows conforming to the ArcheryGB definitions of these bow-styles.

(b) The Association recognises and awards champions in the following gender & age groups:

- **Ladies:** Senior, Juniors separately in each ArcheryGB-recognised age group.
- **Gentlemen:** Senior, Juniors separately in each ArcheryGB-recognised age group.

Note: while archers shooting the longbow are encouraged to take part and compete, no championship is awarded at this tournament, as a separate Longbow Championship is held.

(c) The advertised round shall be the York, Hereford and Bristol rounds and for an archer to be eligible to qualify as a champion, he/she shall be required to shoot the round that starts with the maximum recommended distance for their gender and age group (i.e. the shortest maximum distance to be included in a round to allow qualification as Junior Bowman").

(d) Medals and other awards may be presented for all other categories of bow-style and round in which champions are not recognised.

307. Target Archery - Indoors

(a) The Association recognises and awards champions in the following bow styles only:

- **Compound:** available for all bows conforming to the ArcheryGB definition of this bow-style.
- **Recurve:** available for all bows conforming to the ArcheryGB definition of recurve bow-styles.
- **Longbow:** available for all bows conforming to the ArcheryGB definition of this bow-style.
- **Recurve Barebow:** available for all bows conforming to the ArcheryGB definition of this bow-style.

(b) The Association recognises and awards champions in the following gender & age groups:

- **Ladies:** Senior, One category for juniors of all ages.
- **Gentlemen:** Senior, One category for juniors of all ages.

(c) The advertised round shall be the Portsmouth for all age groups and bow styles.

(d) In the case that a championship tournament is unable to complete the advertised round at all shooting sessions, then "County Champions" shall be awarded subject to the following condition:

- provided only that at least one scoring end has been completed in every advertised session and that all competitors' scores can be determined on the same acceptable and equitable basis.
-

(e) Medals and other awards may be presented for bow-styles in which champions are not recognised.



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308. Field Archery

- (a) The Association recognises and awards champions separately in all bow styles recognised by ArcheryGB.
- (b) The Association recognises and awards champions in the following gender & age groups:
- **Ladies:** Senior, Juniors separately in each ArcheryGB-recognised age group.
 - **Gentlemen:** Senior, Juniors separately in each ArcheryGB-recognised age group.
- (c) The advertised round shall be determined by the Operational Committee and the host club, according to the facilities available and what is likely to attract a competitive level of entry. Where concessionary pegs are provided for a particular age group, the members of that age group shall be required to use those concessionary pegs to be eligible for recognition as a champion.
- (d) In the case that a championship tournament is unable to complete the advertised round, then "County Champions" shall be awarded subject to the following condition:
- provided that a result can be determined on an acceptable and equitable basis separately within each gender/age group/bow-style category.

309. Longbow

- (a) Bows conforming to the ArcheryGB definition of this bow-style. Rule 206.
- (b) The advertised round shall be the Double National for all age groups.
- (c) The Association recognises and awards champions in the following gender & age groups:
- **Ladies:** Senior, One category for juniors of all ages.
 - **Gentlemen:** Senior, One category for juniors of all ages.

310. Clout Archery

- (a) The Association recognises and awards champions in the following bow styles:
- **Compound, Recurve Freestyle, Recurve Barebow and Longbow** for all bows conforming to the ArcheryGB definition of these bow-styles.
- (b) The Association recognises and awards champions in the following gender & age groups:
- **Ladies:** Senior, One category for juniors of all ages.
 - **Gentlemen:** Senior, One category for juniors of all ages.
- (c) The advertised round shall be the Double Archery GB Clout round and for an archer to be eligible to qualify as a champion, he/she shall be required to shoot the recommended distance for their gender and age group.

311. Para - Archery

- (a) The Association recognises and awards champions in each of the disability categories recognised by World Archery, including visually impaired. Only archers holding a current classification certificate will be eligible to compete for the title of County Champion.
- (b) The Association recognises and awards champions in the following gender & age groups:
- **Ladies:** Senior, One category for juniors of all ages.
 - **Gentlemen:** Senior, One category for juniors of all ages.
- (c) In cases where the total number of entries for a disability category is low in all genders and age groups, those entries may, at the sole discretion of the Tournament Organiser, be combined into a corresponding "Open" category.
- (d) The advertised rounds shall be the:



-
- WA 70m Round for recurve bows shot by senior archers other than visually impaired;
 - WA 30m Round for recurve bows shot by junior archers other than visually impaired;
 - WA 50m Compound Round for compound bows shot by archers other than visually impaired;
 - WA 30m VI Round for all visually impaired competitors.

312. WA 1440 Target Tournament

- (a) This tournament will be held at the discretion of the Operational Committee.
- (b) It will consist of any suitable round or combination of rounds recognised by World Archery, including head-to-head, and may also include any ArcheryGB junior equivalents.

313. The County Invitation Tournament

- (a) The "County Invitation Tournament" is normally held early in the outdoor season each year and consists of twelve dozen rounds according to gender and age group. Attendance is open only to Club Members, Junior Club Members and Direct Members of the Association and is by invitation only to those who achieved 1st Class level or above in the previous year.
- (b) While this is not a formal trial and there are no important awards, it is a good opportunity for archers to showcase their current form.
- (c) The Invitation to take part in the tournament will include a conventional entry form which the archer will be required to return.
- (d) Invitations are issued early in the New Year. If you believe that you are entitled to receive an invitation, but do not receive it, please check with the county Records Officer as this might indicate that scores and achievements for the previous year have not been received.

314. WA 720

- (a) This tournament will be held at the discretion of the Operational Committee.
- (b) It will consist of any suitable round or combination of rounds recognised by World Archery, including head-to-head, and may also include any ArcheryGB junior equivalents.



PART 3 APPENDIX A– NORMAL ROUND FOR AGE GROUPS

The following tables show the “normal” rounds shot by each age-group and gender

Outdoor Target Archery

Imperial

Round	Gentlemen	Ladies	Distances (yds.)		
York	Senior/Veteran		100	80	60
Hereford		Senior/Veteran	80	60	50
Bristol 1	Under 18		80	60	50
Bristol 2	Under 16	Under 18	60	50	40
Bristol 3	Under 14	Under 16	50	40	30
Bristol 4	Under 12	Under 14	40	30	20
Bristol 5		Under 12	30	20	10

Metric

Round	Gentlemen	Ladies	Distances (m.)			
WA 1440 (G)	Senior/Veteran		90	70	50	30
WA 1440 (L)		Senior/Veteran	70	60	50	30
WA 1440 (Cadet Boys) Metric 1	Under 18		70	60	50	30
WA 1440 (Cadet Girls) Metric 2	Under 16	Under 18	60	50	40	30
Metric 3	Under 14	Under 16	50	40	30	20
Metric 4	Under 12	Under 14	40	30	20	10
Metric 5		Under 12	30	20	15	10

Clout Archery

Imperial

Gentlemen	Ladies	Distances (yds.)
Senior/Veteran		180
	Senior/Veteran	140
Under 18		140
Under 16	Under 18	120
Under 14	Under 16	100
Under 12	Under 14	80

Archery GB does not recognise a separate category for Ladies Under 12 in Clout Archery



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PART 3 APPENDIX B– DISABILITY CATEGORIES RECOGNISED BY WORLD ARCHERY

The following categories are recognised by World Archery for use in competition w.e.f. 01 April 2014:

- **W1**
- **Open** Combined ST and W2 classifications.
- **B1** WA decision expected November 2013
- **B2/3** WA decision expected November 2013

Formal classification can be obtained as follows:

Visual Impairment	British Blind Sport Association.
Other	Specific classification events at Stoke Mandeville and Lilleshall.



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PART 4

COUNTY RECORDS

Version: 1.07
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401. STATEMENT OF POLICY

(a) The Association maintains "County Records" as an incentive to its members to work for and attain a high level of performance. For this reason it will maintain records and mirror those maintained by AGB. The Association may therefore amend record categories as AGB amends those maintained.

(b) Where the scoring system for a round changes, a round is discontinued or county records are discontinued for a round, the Association will normally preserve existing records in a "Closed Records" section in recognition of the past performance.

402. Responsibilities

(a) It is the responsibility of:

- the **archer** to ensure that all claims are correct and complete and submitted to the county Records Officer as soon as possible after the score has been shot, via the approved website.
- the **county Records Officer** to check each claim received for completeness and compliance with eligibility criteria and to refer back to the claimant for any further information required to process the claim.
- the Non- Executive Committee members of the **Operational Committee** to ratify or refuse each record claim at the earliest practical opportunity after a claim is received by the county Records Officer.

403. Eligibility

(a) To qualify to hold a county record, you must ensure that **all** of the following criteria were met at the time that the round was shot. You must:

- be a Club Member, Junior Club Member or Direct Member of The Association as defined in the county's Constitution;
- have shot and scored the round in complete compliance with AGB regulations, at any tournament or shoot where a result sheet is produced, this includes Open Tournaments, Club events where a result sheet is produced, County matches or inter-club matches.
- have shot a round or distance for which the county maintains a record for the combination of bow style, gender and age group;
- either have shot a score that exceeds an existing record, or shot a score for a round for which no record currently exists.

404. Records Maintained

(a) The Association publishes a number of booklets of county records, which together list all of the records currently maintained, whether or not any claim has ever been received and/or approved; the split into separate booklets (e.g. by discipline, age group and/or other factor) is only as an aid to manageability.

(b) The Operational Committee only shall authorise changes to the list of records currently maintained and will specify when such changes will take effect. Any such changes will be:

- confirmed in the minutes of the meeting that approved them and
- reflected in the corresponding records booklet(s) at the earliest opportunity after they take effect, even if there are no changes to the records actually ratified.

(c) Record claims will not be accepted for rounds/distances for which records are not currently maintained:

- The Operational Committee will consider the inclusion of additional records following receipt of a written request to the county Records Officer;
- Claims for a newly added record will only be accepted for rounds shot after the date on which the Operational Committee agreed to add the new record.



(d) Notwithstanding the above conditions, the Association may wish to add new records and as part of the process of introducing them, it may invite archers to submit claims for scores shot during a specified period; at the end of that period it may then award records for the highest claims received.

405. Restrictions

(a) **Completion:** You must have completed the round.

(b) **Age Groups:** You may only claim records for your actual age group. For this purpose the age that will be used will be:

- your age on the date that the round was shot, or
- where a round takes place over two or more days and you enter **and** compete in the whole of that competition, your age on the first day of the competition.

(c) **Constituent Rounds:** You may only claim records for "constituent" rounds, when that round has been specifically shot; you cannot claim for such a round, when shot as part of a longer round. For example (but not limited to):

- Long and Short Metric records cannot be claimed when shot as part of a WA 1440 or Metric round, even if the WA1440 or Metric round is shot over two days;
- Bray records cannot be claimed when shot as part of a 18m Indoor or 25m Indoor round.

(d) **More than One Round:** If more than one round is shot on the same day, it is only permissible to claim a record for the first round, but the following exceptions apply:

- If the 1st and 2nd rounds together comprise a recognised double as per rule 308 (b) (iii) or rule 405 (b) (ii) then a record may be claimed for that double;
- If *all* the rounds shot are recognised by World Archery for record purposes (albeit the event may not have World Record status), then records may be claimed for *any* of the rounds shot.

Note: Metric 1-5 rounds, Long and Short Metrics, WA field rounds and WA Clout rounds are not recognised by World Archery or are not recognised by them for record purposes and therefore fall outside this exclusion. Please refer to "Part 4 Appendix A– Rounds Recognised by World Archery for Record Purposes" on page 27 for a list of the World Archery rounds where you can claim records for second and subsequent rounds shot on the same day.

(e) **Double Rounds:** Double rounds are always treated as two instances of the round, but must be shot on the same or consecutive days, at the same venue and as part of the same event. You can claim records for single rounds, but this is subject to current AGB rules relating to two rounds shot on the same day. So, for example:

- If you shoot a double WA1440 over two or four days, you may claim records for the double round and for each single WA 1440 round;
- If you shoot a double American on one day, you may claim records for the double round and the first single round only.

(f) **Distance Records:** You may only claim outdoor target archery metric distance records when shot as part of a completed 12-dozen WA or Metric round in line with AGB age groups.

(g) **Target Faces:** In cases where the option exists to shoot a round on a choice of target face, the choice of a multiple target face was introduced *only* to reduce the risk of arrow damage; these are not recognised as separate rounds. The Association will recognise records for the round irrespective of the target face on which it is shot.

(h) It is important to note that this issue is distinct from changes to the dimensions of a target face or scoring zones or to the scoring method for a round, any of which effectively gives rise to a new round (even if known by the same name as the existing round it replaces).



406. THE CLAIM PROCESS

- (a) To receive a Kent county record, you must additionally:
- claim the record in writing to the county Records Officer;
Note: all record claims must be made on the County Record Claim Form available on the website - the county Records Officer will not routinely check score returns or other documents for possible records.
 - provide evidence of the score on a tournament results sheet;
Note: score sheets must be completed in accordance with ArcheryGB regulations and must be signed by both the archer and scorer.
 - make the claim within six months of the score being shot.
Note: claims will be processed strictly in the order received – where a claim is received for a record, then a subsequent claim is received for a lower score achieved on an earlier date, the second claim will fail, even though it would have been successful had it been received first.
- (b) It shall be a condition of awarding county records that the claimant shall agree that the record:
- may be published by any method agreed by the Association;
 - may be publicised within and outside the sport;
 - may be retained indefinitely as part of the Association's archive and even after it has been superseded or the holder has left the Association or the sport.

407. Para-Archery

- (a) The Association will normally treat claims for disability categories on trust and will not require documentary evidence at the time a claim is made – the claim will effectively constitute “self-certification” of the disability category.
- (b) The Association does, however, reserve the right to subsequently request suitable supporting evidence, if circumstances make this necessary.

408. The Approval Process

- (a) The county Records Officer will:
- log the receipt of each record claim;
 - check each claim, to ensure that:
 - it complies with all aspects of current policy,
 - all of the required information has been provided,
 - the score exceeds any current record.
 - seek advice informally if there is uncertainty about any aspect of a claim;
 - request missing or additional information from the claimant;
 - return any incomplete or invalid claim, where the reason is not expected to be controversial;
 - present each claim to the Operational Committee at the first practical opportunity and either:
 - recommend ratification, or
 - seek further advice and a decision from the meeting.
 - log the outcome of each record claim.

409. Acknowledgement of a Record

- (a) The Operational Committee will acknowledge a record:
- if the county Records Officer is satisfied that all of the conditions of this policy have been met;
 - after ratification by non-executive committee members at a meeting of the Operational Committee;
 - in the minutes of that meeting;



-
- in any other additional manner that the Operational Committee or county Records Officer shall agree.

410. Refusal of a Record

(a) In all cases where it has not been possible to accept and ratify a record claim, the claim and supporting document(s) will be returned to the claimant as soon as practical after that decision. An accompanying letter will give the reason for not accepting the claim, together with an indication of whether it can be resubmitted.

(b) If a claim is returned for any valid reason and then resubmitted, the claim will be treated as received on the date that the resubmitted claim was received. This might lead to a record being refused if, for example:

- the resubmitted claim is received outside of the current time limit, or
- a higher claim has been received between receipt of the original claim and its resubmission.

411. DISPUTE PROCESS

(a) If a record claim is refused and the claimant is not satisfied that the outcome has been arrived at fairly, that member shall have the right of appeal to the Executive Committee.

(a) A single appeal only will be accepted, provided that it is submitted in writing, includes the reason for the appeal and is received within 30 days of the claim being refused.

(c) If an appeal is successful then ratification will be backdated as follows:

- if the appeal relates to the original claim, then it will be backdated to the date on which the original claim was received;
- if the appeal relates to a resubmitted claim, then it will be backdated to the date on which the resubmitted claim was received.

(d) In all such cases, updating the corresponding record book may be limited to the current edition only.



PART 4 APPENDIX A– ROUNDS RECOGNISED BY WORLD ARCHERY FOR RECORD PURPOSES

These lists are understood to be correct as at the date of publication, but are subject to change by World Archery.

Note: The KAA does not maintain records for the Elimination and Finals Rounds, because the rounds only exist in the context of a head-to-head knock-out.

Team Rounds are not included here as the KAA only maintains records for individuals.

Target Archery – Outdoors

1440 Round – Gentlemen
1440 Round – Ladies
1440 Cadet Round – Boys
1440 Cadet Round – Girls
1440 Masters Round – Men
1440 Masters Round – Women
70m Round (formerly known as the FITA 720 Round)
60m Cadet Round
60m Masters Round
50m Compound Round
Elimination Round
Finals Round

Note: Other AGB Metric, Long Metric and Short Metric rounds are 'local' variants and are therefore not included in this list; they will be treated in the same way as other UK rounds.

Target Archery – Indoors

18m Indoor Round
25m Indoor Round

Note: The Combination Indoor Round consists of one 25m Indoor round, plus one 18m Indoor round shot *consecutively*, so it is not a single round in its own right, but should be thought of in a similar way to a "double" round.

Field Archery

Note: While World Archery specifies Field and 3D rounds, world records are not maintained.

Clout Archery

Note: While World Archery specifies Clout rounds, world records are not maintained.

APPENDIX B – WORLD ARCHERY ROUND NAME CHANGES

The decision was taken at the World Archery Congress 2013 to change the name of the "FITA Round" (12 dozen arrows at each of 4 distances) to become the "1440 Round". This change includes the Gentlemen's, Ladies', Cadet and Masters variants.

However the "Metric" rounds were devised by ArcheryGB to accommodate junior archers and are therefore not recognised or administered by World Archery; their names therefore remain unchanged.

It has been customary for KAA to prefix the names of a number of other rounds in outdoor and indoor target archery and in field archery with "FITA" (e.g. FITA 70m Round) to make the origin of the round clear; because it is the intention of World Archery to drop the "FITA" name completely, we have changed the prefix to "WA" to avoid confusion.

None of these changes affect the nature or scoring of the rounds, so existing records stand until broken.



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PART 5

SCORE RETURNS & TEAM SELECTION

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501. STATEMENT OF POLICY

(a) The Association may select indoor and outdoor target archery teams to represent the county in friendly matches against other counties and at the SCAS Inter-Counties Team Tournament. Where possible the Association will seek the inclusion of as many bow-styles and age ranges as practical, but this may be limited by factors such as:

- the standard of archery within a particular category,
- the availability of sufficient archers of a suitable standard,
- the ability or willingness of opponents to field a team,
- the current rules of matches and tournaments that are not organised by the Association.

502. Eligibility for County Team Selection

(a) To be considered for selection to a Kent county team, you must:

- be an Club Member, Junior Club Member or Direct Member of the Association as defined in the county's Constitution;
- be eligible to shoot for the county as defined in law 20(b) of the "Schedule to the Articles Comprising the Laws of the Grand National Archery Society";
- ensure that your club Records Officer has submitted recent scores for recognised rounds to the county Records Officer according to current requirements (see below);
- have shot rounds of the distance and duration that will be shot in forthcoming county matches.²

503. Eligibility for Performance Awards

(a) From time to time the Association is invited to submit nominations for external awards or grants, based on actual or potential shooting performance (e.g. actual member of county-level team or potential for national team selection). These awards normally include additional criteria, such as location of home address or age.

(b) Because of the short time scales normally associated with nomination processes and the impracticality of contacting every club, the Association will normally only consider those archers for whom score returns have been received during the preceding three months; the Association does, however, reserve the right to contact clubs or other archers to identify additional candidates, if the closing date for nominations permits.

504. Score Returns

(a) All outdoor scores of 6 dozen or more and all indoor scores by any KAA member who wishes to be considered for the county team may be submitted via the approved website method or in accordance with 507(a) below.

(b) If, an archer is unable to use the website, he/she may supply scores Monthly direct to the County Records Officer on the "Scores Return – Individuals" for available on the website.

(c) If, however, an archer believes that his/her scores are being overlooked, he/she may supply scores direct to the County Records Officer on the "Scores Return – Individuals" form.

Full details are given in Part 4 Appendix a.

² Outdoor Target Archery matches normally consist of York, Hereford & Bristol rounds or FITA & Metric rounds, with all archers required to shoot the normal round associated with their gender and age group; Indoor Target Archery matches normally consist of the Portsmouth round.



505. SELECTION PROCESS

(a) The Team Selection Panel consists of the County Captain, county Records Officer and a third member, all of whom are elected each year at the county's AGM, or appointed subsequently by the Executive Committee if the AGM is unable to fill a post.

(b) The panel will consider the available archers according to such criteria as, but not limited to (and in no particular order):

- the average score level;
- the number of scores available for consideration;
- the length and maximum distance of the rounds shot;
- the environment where the scores were made (e.g. World or National Record Status tournament, non-Record Status tournament, Club Target day);
- how consistent the archer is;
- the archer's level of experience;
- past performance in county team events;
- any known availability issues.

(c) Details of the teams selected and match results will be held indefinitely as part of the Association's archive.

(d) Where contact information is known, the County Captain might contact archers by telephone first to make sure of availability, but the only formal confirmation is the selection letter, which may be sent by post or email and typically about two weeks before the event.

(e) Archers who have not already confirmed their availability are asked to respond urgently out of courtesy, so that the County Captain:

- knows as quickly as possible whether or not there may be problems fielding a team
- and has time to contact an alternative, if you cannot attend.

506. COUNTY TRIALS

(a) There are no county trial events or other required tournaments that constitute a condition for selection, but the results of some tournaments may receive greater attention simply by virtue of their timing. For example:

- the County Invitation Tournament occurs early in the year and there are normally few other tournament results available prior to any county match in May or early June;
- the Kent Outdoor Target Archery Championship falls very shortly before the SCAS Senior Inter-Counties Team Tournament.

(b) However, candidates for selection to county teams are free to attend other tournaments of similar or higher status and will be considered equally, provided that they are able to provide results promptly.

(c) It is therefore advisable for candidates to bear in mind the time-scales for providing results, when arranging their tournament schedule.

507. Score Returns

(a) It is preferred that returns are submitted using the score return website at the time the scores are achieved. Where the Individual returns form or club returns form are submitted the return for the previous calendar month should be sent to the county Records Officer no later than the third week of the following month.



(b) Please also include:

- significant achievements (e.g. classification achieved, tournament awards, Rose awards, WA Stars or WA Badges)



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PART 6

Section withdrawn.

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PART 7

AWARDS OF MERIT

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701. STATEMENT OF POLICY

(a) The Association makes the following awards available to its members and others:

702. Available to Current Members

(a)

Title	Availability	Purpose
Gold Tassel	Club Members, Junior Club Members, Direct Members.	For meritorious service to archery within The Association, as decided by the Operational Committee.
Green Tassel	Club Members, Direct Members.	For achieving the classification of Grand Master in any discipline.
Red Tassel	Junior Club Members.	For achieving the classification of Junior Master in any discipline.
County Team Badge and Bar	Members of the County Team	Awards are at the discretion of the County Captain for having represented the county in one or more matches against other counties or in the S.C.A.S. Inter-Counties Team Tournament: On the first year an archer is selected they may be awarded a county badge and bar (engraved with the year). On all subsequent years in which that archer is selected, they may be awarded a bar (engraved with the year).
Emeritus	Club Members, Junior Club Members, Direct Members.	For sustained, exemplary service to The Association, as decided by the Operational Committee.

703. Available to Past and Present Members

(a)

Honorary Membership	As defined in the Constitution of The Association.
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704. Available to All

(a)

Honorary Life Vice Presidency	As defined in the Constitution of The Association.
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PART 8

AWARDS ASSESSMENT

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Issue Date: 10 September 2012



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801. INTRODUCTION

(a) Running a sports club can be a time-consuming and expensive pastime; we all want to improve our clubs, but at the same time we need to keep membership fees as low as possible. Increasingly sports clubs are being viewed by government and the health profession as a necessary and desirable link in improving the general health of the population; sport is in the political arena.

Archery in particular is becoming popular in schools as an alternative to the conventional team sports, that many students find uninteresting or even alienating; national and local government are both looking to increase such participation and to keep it going into adulthood.

Sport has therefore become an instrument of public policy and this has resulted in an increase in the amount of public money available to develop 'minority sports' like archery.

Increasing numbers of high profile events attract the general public into participation – many may only flirt with sport briefly, but some stay and become regular participants. This increases the pressure on clubs to grow and on sport governing bodies to set up more clubs. This increased demand can also give rise to local funding requirements, so national and local governing bodies are encouraged to provide development assistance, often in the form of cash grants for particular projects aimed at increasing participation by particular age groups or improving facilities.

As required standards become ever higher, the financial burden of pursuing qualifications for judges, coaches and administrative volunteers become greater; as much of this cost is to the ultimate benefit of members and competitive archers, it is becoming more common to seek financial support from clubs, county/regional associations or elsewhere.

Then there is the cost of training and competing, which can become substantial for any athlete with an eye to reaching the top of their sport; as international standards continue to rise, so too can the cost of aspiring to that standard. Athletes are increasingly reliant on awards to help fund these costs.

It is therefore unsurprising that county associations are increasingly involved in the awards process, either as providers of funding or by inclusion in an approval process for funds provided from other sources.

(b) This policy has been formulated to provide guidance for applicants and the County Association alike, to ensure that the Association's role is understood and the entire process is as transparent as possible.

(c) However, it is important to note that no policy or process can:

- completely remove all elements of subjectivity in judging an application, or
- anticipate all of the possible situations that might give rise to an application.

802. Scope

(a) Within the context of this policy, the following meanings shall apply:

- "award" shall include "grant" and shall refer to the discretionary provision of money, goods or services, or any combination thereof, for which repayment or return is not a condition.
- "the Association" shall be understood to include any elected or appointed officer of the KAA, whether or not that officer is acting on behalf of or with the knowledge of the KAA.

(b) Normally the Association will only become involved in awards directed to its members and/or Associated Clubs. The Association may, however, agree to provide advice and guidance to funding bodies interested in providing archery facilities to non-members, where this is expected to benefit the development of the sport as a whole.

(c) The following are outside the scope of this policy:

- repayable loans,
- any award that is dependent solely on the outcome of a competition or series of competitions,
- any presentation made with the sole aim of rewarding past achievements or service,
- contribution toward the administrative costs of a development scheme,



- reimbursement of out-of-pocket expenses to officers or members of the Association.

803, General Principles

(a) No officer of the Association shall take any part in supporting or approving an application for an award, where the beneficiary of that award is that same officer or any person or club with which that same officer has a direct relationship (e.g. a club of which he is a member or where he frequently participates, a person with which he has a personal or coaching relationship).

(b) Where the Association is required to provide *any form of input* for an award to an individual that is based primarily on actual or potential shooting performance, the Association will be entitled to:

- consider only those members from whom it has received recent score returns;
- at its discretion, seek similar information from other members and consider them;
- seek advice from third parties to determine whether a member's actual or potential performance complies with award criteria.

(c) Where the Association is required to provide any form of input for an award to a club or other organisation, the Association will be entitled to request suitable supporting documentation from that club or organisation, such as (but not limited to) project plan, business plan, current constitution, recent verified accounts and evidence of balances in bank accounts.

804. AWARDS ASSESSMENT PANEL

(a) Most external awards require no involvement from the Association and most of the rest consist only of checking factual content; however there are a small number of awards where the Association makes a nomination, provides a reference and/or needs to determine prospective recipients and/or prioritise between prospective recipients.

(b) Given that some awards can be considerable, it is essential that the way that the Association goes about this is both fair and transparent. Because the deadlines imposed by many awards are very tight, it is frequently not possible to delay until the next scheduled meeting of the Operational Committee and not practical to convene a meeting of quite so many people at short notice.

(c) It is for these reasons that a separate panel can be convened at very short notice. The composition of this panel will be dependent on the type and terms of an award, because it is self-evident that the information required for considering a reward for developing club facilities is intrinsically different from that required for a talented individual performer.

(d) The panel's purpose, composition and responsibilities are documented in the separate "Terms of Reference – Awards Assessment Panel".

805. Awards and Grants

805.1 Internal

(a) The Association has limited capacity for providing awards from its own funds and for any application to be considered, it must be for a purpose that supports the Association's aims and objectives, as defined in its constitution.

(b) The Association will not provide awards:

- to Associated Clubs that do not specify in their constitution that surplus funds and winding up will conform to the requirements of HMRC's Community Amateur Sports Club status;
- to individuals or organisations that are providing archery as the whole or a part of a business,
- if the purpose of the award does not fall within the Association's constitutional objectives,
- if it is believed that the award might compromise the Association's reputation or tax status,
- to cover expenditure that has already been incurred or committed to.

(c) All awards granted by the Association:

- shall be for a specified purpose and to be used for that purpose within a specified timescale,



-
- are at the absolute discretion of and require the approval of the Operational Committee and their decision will be binding and final.

(d) The Association reserves the right to require the immediate repayment of an award, if the recipient cannot show that all conditions of that award have been met.

805.2 External

(a) There are a wide variety of awards available from Local Government, businesses, charitable organisations, etc. that are looking to support a wide variety of sport functions; they typically include:

- increasing local participation,
- development of community sports clubs,
- increasing and/or improving the coaching support available,
- support for talented performers.

(b) Each funding body has its own application and approval process and there is a considerable variation between them. This process, the way it is administered and the end results of the process remain the sole responsibility of the funding body, whether or not the Association has contributed in any way.

806. Simple Applications

(a) In most cases it is the responsibility of the individual or club to identify and apply for any available funding or award in kind; the Association will normally only become involved if it is required to:

- confirm the accuracy of an application,
- confirm that the applicant qualifies according to the criteria for the award,
- endorse or provide any form of approval of the application,
- prioritise competing applications,
- provide any form of reference, e.g. that the applicant is trustworthy and/or has the necessary skills to ensure that any associated project will be completed successfully.

(b) If the Association's involvement is only to confirm objective facts stated in an application, then this may be undertaken by any officer who is able to do so. The fact that this has been done must be reported to the Operational Committee at the first practical opportunity.

(c) All other requests will be referred to an Awards Assessment Panel.

807. Nominations

(a) The Association might be requested to nominate one or more possible recipients of an award or confirm a past recipient for continued receipt of an on-going award. In both cases there is a requirement (whether explicit or implicit) for us to determine who might qualify for the award and to judge between the relative merits of qualifiers. All such requests will be referred to an Awards Assessment Panel.



PART 9

SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

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901. STATEMENT OF POLICY

(a) This Association believes that when dealing with children and vulnerable adults, their welfare should always be of paramount importance. We are committed to providing an environment where young people can learn and participate in a sport free from harassment and abuse. All those people working with children have a moral responsibility to safeguard and promote a child's welfare. This Association has therefore adopted the ArcheryGB "Safeguarding Children, Young People & Vulnerable Adults Policy" to ensure peace of mind for both adults and children.

(b)

The ArcheryGB Policy, to which we are committed, gives the complete picture, but here we describe the specific practical measures that we take in the situations likely to be encountered in our day-to-day activities.

Please note, though, that in some circumstances for the sake of simplicity the Association's requirements might exceed the minimum standards laid down by ArcheryGB – thus all juniors are dealt with to the same standards, regardless of age.

902. Child Protection Officer

(a) The Association's Executive Committee includes provision for a Child Protection Officer (CPO); in the event that it is not possible to fill this position, the required duties will be the responsibility of the Secretary.

(b) Additionally the Association's Operational Committee includes provision for a Deputy CPO.

(c) The Association encourages all Associated Clubs to appoint a CPO and deputy in line with ArcheryGB policy.

903. The Association's Committees

(a) All members of the Executive and Operational Committees, who are likely to have regular or intensive contact with children or vulnerable adults, are required to hold a current Enhanced CRB check via AGB before commencing duties. If a member already holds a current AGB check by virtue of a AGB Coach or Judge qualification, evidence of it will be lodged with the County CPO (or, in the absence of a CPO, the County Secretary).

(b) CRB checks will be repeated at regular intervals thereafter while the member remains in that office.

(c) CRB checks made for other organisations cannot be accepted, in accordance with current practice.



904. Events Organised by the Association

904.1. Children and Young Persons

(a) All references below to 'parent', should be understood to include 'legal guardian'.

(b) At all events organized by the Association, including tournaments, county matches (whether at home or away) and coaching sessions, the Association requires that when any junior is present, a parent or other adult appointed by the parent as acting 'in loco parentis', shall be **present and available at all times** in case of need, for example:

- medical or other emergency,
- requirements for drug testing in accordance with the ArcheryGB 'Shooting Administrative Procedures',
- to ensure compliance with the ArcheryGB 'Rules of Shooting' and 'Code of Etiquette'.

(c) In cases where the parent wishes to appoint another adult to act 'in loco parentis', the parent will be required to sign a suitable 'Form for Assignment of Parental Responsibility'.

(d) When the Association organises or attends any event, it is the responsibility of the parent of any junior to arrange and provide transport and/or overnight accommodation. The Association, its committees and officers will never provide or offer to provide such services.

904.2. Archers with Disabilities

(a) Any archer with a disability (whether temporary or permanent) attending any event, is advised to contact the organiser to discuss any special requirements they have and whether and to what extent those requirements can be met. The Association will always attempt to accommodate such requirements, but archers are asked to bear in mind that archery is limited by the available venues and many have not been designed with the expectation of having to accommodate certain disabilities.

904.3. Photography

(a) Still or video photography is normally permitted at the Association's events, and is desirable or necessary in some coaching contexts; however, it is required that anyone wishing to use any form of photography at any event at which juniors are present must seek the agreement of and register with the event organiser beforehand – these registration records may be retained indefinitely.

(b) Where photography is required as a coaching aid at a session organised or sponsored by the Association, its purpose and value will be explained to the parent and their written agreement will be obtained beforehand.

(c) Where an event is held in a public place and photography cannot be controlled, this will be stated on the entry/application form for the event and the Association's event organiser will work with the county and/or the ArcheryGB Child Protection Officers to determine and implement such safeguards as are practical and acceptable in the specific circumstances.

905. Advice and Information

(a) Any Associated Club or member of the Association is entitled and encouraged to contact the county CPO if they have any query relating to this policy or general safeguarding issues.

(b) Contact details for the current county CPO can be obtained from your club secretary; for general and non-urgent enquiries the county CPO can be contacted by e-mail at cpo@archerykent.org.uk, but please note that e-mail is not secure and **must not** be used for **urgent** or **confidential** matters, particularly where any individual is identifiable.



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PART 10

DISCIPLINARY PROCEDURE

Version: 1.00 consultation
Issue Date: Draft 14.1.2015



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1001 SCOPE

This procedure is not intended to replace the ArcheryGB Disciplinary regulations but is in addition for County use. Upon receiving an allegation KAA reserve the right to refer the matter to Southern Counties Archery Society, ArcheryGB or Police Authorities without invoking this process.

1002 Authority

1002.1 Right of the KAA to take disciplinary measures

Any member of the KAA against whom an allegation of misconduct, as defined below, is proven shall be subject to disciplinary measures as per 19.1.2 of the KAA Constitution.

1002.2 format of allegations

All allegations of a disciplinary matter must be reported in writing and the complainant's name and address attached.

1002 Definitions

The following non-exhaustive list shall constitute misconduct, whether occurring at an archery meeting under the auspices of the Kent Archery Association (KAA) or elsewhere, involving archery affairs directly or indirectly:

- a) Breach of the KAA's Policy for Safeguarding Children, Young People and Vulnerable Adults;
- b) Any conduct which constitutes a criminal offence;
- c) Disruption or obstruction of or improper interference with the functions, duties or activities of any member or official of the KAA, or any visitor to the KAA;
- d) Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language;
- e) Sexual, religious, disability or racial harassment of any member of the KAA or any visitor to the KAA;
- f) Fraud, deceit, deception or dishonesty in relation to the KAA or its members or visitors;
- g) Cheating or fraudulent behaviour at any archery event shot.
- h) Breach of the ArcheryGB anti-doping policy;
- i) Misappropriation or misuse of KAA property or the property of its members;
- j) Misuse or unauthorised use of premises used by the KAA or its members
- k) Damage to KAA property or property of its members caused intentionally or recklessly;
- l) Action likely to cause injury or impair safety on premises including shooting grounds for the time being used by the KAA or its members
- m) Failure to respect the rights of others to freedom of belief and freedom of speech;



n) Failure to comply with a reasonable instruction relating to archery matters including shooting, issued by a person authorised by the KAA or by the Rules of Shooting to make such instruction.

1003. INVOLVEMENT OF THE POLICE AND CRIMINAL COURTS

1003.1 Misconduct which is also a criminal offence

Where the report is considered an offence it will be reported to the police, any action may be deferred or a disciplinary investigation suspended at the discretion of the Chairman of the Executive committee until the police and courts have dealt with the matter.

1003.2 Imposition of penalty after sentence imposed by criminal court

Where a finding of misconduct has been made and a member has also been sentenced by a criminal court on the same facts, the penalty imposed by the criminal court will be taken into account in deciding the penalty imposed.

1004. SUSPENSION OR EXCLUSION

1004.1 Suspension or exclusion pending hearing or trial

A member who is the subject of a complaint of misconduct or against whom a criminal charge is pending or who is the subject of police investigation, may be suspended without prejudice from the KAA and must be suspended without prejudice if the KAA's Policy for Safeguarding Children, Young People and Vulnerable Adults so provides, or excluded from certain activities of the KAA by the Chairman of the Executive committee pending a disciplinary hearing or the outcome of the police investigation where this results in a case being brought to trial.

1004.2 Suspension

A member who is suspended from the KAA is prohibited from partaking in any activity organised under the auspices of the KAA. Suspension may be subject to qualification, such as allowing the member to undertake particular activities and notified in writing to the member. An order of suspension will be notified in writing to the member, and may include a requirement that the member shall have no contact with a named person or persons.

1004.3 Exclusion

A member may be excluded from certain individual activities or classes of activity, whilst being able to take part in other activities of the KAA. The terms of the exclusion will be notified in writing to the member. An order of exclusion may include a requirement that the member shall have no contact with a named person or persons.

1004.4. Orders to be made for protection only

Orders of suspension and exclusion pending a disciplinary hearing or trial are to be used only where necessary to protect a member or members of the KAA, or the property of the KAA or its members, or where necessary to comply with any requirements under the Archery GB anti-doping rules. Written reasons for the decision will be recorded and made available to the member who is the subject of the order.



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1004.5 Representations

Unless the matter is deemed to be of a serious nature by the Chairman of the Executive committee, no member shall be suspended or excluded unless given an opportunity to make representations to the Chairman of the Executive committee. The Member should have an advisor, friend or representative with them and will notify the Chairman of the Executive committee of their details. The presentations may be made in person or in writing, as the member chooses, and may be put forward by the member or by the member's advisor, friend or representative. In cases deemed to be urgent and or of a serious nature by the Chairman of the Executive committee, a member may be suspended or excluded with immediate effect. An opportunity will be given for the member, or the member's advisor, friend or representative to make representations as soon as reasonably practicable.

1004.6 Periodic Review

A decision to suspend or exclude a member from the KAA shall be subject to a periodic review at the request of the member. Such a review will not involve a hearing, but the member either personally or through an advisor, friend or representative will be entitled to make written representations. The review will be conducted by the Chairman of the Executive committee.

1005. PROCEDURE FOLLOWING AN ALLEGATION OF MISCONDUCT

1005.1 Establishing a prima facie case

Allegations of misconduct by a member under these regulations should be made in writing, in confidence to an officer of the Executive Committee of the KAA at their published address. Upon receipt the member will contact the Chairman of the Executive Committee who will instigate the Disciplinary Panel. (See section 6). Any allegation of a breach of the KAA's Policy for Safeguarding Children, Young People and Vulnerable Adults will automatically be subject to the relevant procedures for action and reporting.

The Chairman of the Panel will consider whether the available evidence supports a prima facie case of misconduct. In making this consideration, he or she will call for additional written evidence in support of this case prior to review by the panel or in urgent cases directly with the Chairman of the Executive committee.

1005.2 Prima facie case not established

The Panel may dismiss the complaint immediately if it is believed that there is no case to answer, or that it is for some other reason appropriate to do so. A report on the decision will be passed to the Chairman of the Executive committee.

1005.3 A case to answer

The panel members would then review the evidence and call a hearing. If no hearing is to take place the chairman of the Panel will write to the Complainant and Accused outlining the findings. The name of the accuser should not be disclosed to anyone outside of the Disciplinary Panel and should be referred to by a non de plume at all times.



1005.4 Representation

The accused may be represented by an advisor, friend or other representative. If the member is so represented, should it become necessary to ensure good order in the hearing, the Chairman of the Panel may stipulate that the member may speak only when called upon to give evidence by his or her representative. The accused is not entitled to be present when the complainant or witnesses are being questioned but is so permitted at all deliberations of the panel.

1005.5 Standard of Proof

The burden of proof shall be with the KAA, and the Panel will find that an allegation of misconduct has been proved only if, on the evidence before it, it is satisfied in its absolute discretion that an allegation of misconduct has been proved.

1005.6 Majority Verdict

If members of the Panel cannot agree, the verdict of the Panel will be that of the majority of its members.

1005.7 Procedure

The order of proceedings shall be at the discretion of the Panel. The Complainant must submit written statements. This should be followed by a written statement and any supporting documents from witnesses. A written statement from the accused member in question would then be sought. A date or dates for the hearing would then be sent to the parties concerned. Members of the Panel may ask questions of any witness. The Panel may ask for additional enquiries to be undertaken, and may call for additional witnesses to attend.

1005.8 Joint Hearings

If two or more members are involved in related misconducts, the Panel may, at its discretion deal with their cases together.

1005.9 Evidence

The evidence presented at the hearings will normally be oral evidence, given by witnesses appearing in person. However, both the accused member and Complainant should be encouraged to submit a written statement in advance of the hearing. Should evidence be relied upon from a witness, then a written statement from the witness should be submitted first.

1005.10 Presentation of the case

The allegations against the accused member will be presented by the Chairman of the Disciplinary Panel or a nominated member of that Panel.

1005.11 Written witness statements in advance of the hearing

The Secretary or nominee, on behalf of the Panel, may call for written witness statements in support of the allegations in advance of the hearing. If such statements are obtained, members of the Panel will be entitled to see them in advance of the hearing and copies will be made available to the accused member at least one week before the allegation is heard.



1005.12 Time Limits

The Panel may impose time limits on oral addresses and submissions.

1005.13 Recall of Witnesses

A witness may be recalled to give further evidence only with the leave of the Panel.

1005.14 Relevance

The Panel will refuse to admit evidence that is, in its opinion, irrelevant to the issues raised.

1005.15 Adjournment

The Panel shall have power to adjourn a hearing to another date, as it thinks fit.

1005.16 Report

At the termination of the proceedings, the Chairman of the Disciplinary Panel will write a short report. In the event of a finding that the allegation has been proved, the report will set out the misconduct alleged, a brief summary of the evidence received, the grounds for the finding that the allegation has been proved, the penalty imposed, and the factors taken into account in deciding the penalty. Within seven days a copy of the report will be sent to the member and to the Chairman of the Executive committee and to any other party deemed to have a material interest in the outcome, though in the latter case the report may be censored. The Executive committee will be advised of the outcome by the Executive committee Chairman. Where the misconduct concerns the anti-doping rules, a copy will also be sent to SCAS and ArcheryGB.

All information would then be sealed in confidence, archived and only reopened by the Chairman of the Executive Committee.

1005.17 Chairman of the Executive Committee's right to stop the proceedings

The Chairman of the Executive committee has the authority to suspend the activity of the Disciplinary Panel at any time, and to stop the proceedings against the member if he or she believes it to be appropriate to do so.

1006. PANEL COMPOSITION

1006.1 Disciplinary Panel



The Chairman of the Executive committee will appoint members of the Disciplinary Panel, and invite one of them to be its Chairman. The Panel will have three members with an additional two members identified as alternates should these be required. The members of the Panel will normally include one member of the Executive Committee and may include persons from outside the KAA. In making the appointments, the Chairman of the Executive committee shall have regard to the need to ensure that all members of the Panel are impartial and that the Panel contains the necessary skills to evaluate the evidence. The member concerned will be informed of the composition of the Disciplinary Panel at the point when he/she receives notice of the hearing and will be informed of his/her right to object to any member of the Panel providing that there are sound valid reasons. The objection must be made in writing within seven days of being informed of the Panel. The Chairman of the Executive committee may replace the member of the Disciplinary Panel should he or she consider there are valid reasons to do so.

1006.2 Appeals Panel

Any appeal under section 9 will be heard by an Appeal Panel set up for the purpose by the Chairman of the Executive committee. It will normally consist of three persons who must be wholly independent of the Disciplinary Panel and one of whom may be independent from the KAA. The member concerned may object to the appointment of any member of the Appeal Panel in writing seven days of being informed of the composition giving reasons for the objection. The Chairman of the Executive committee may replace the member of the Appeal Panel should he or she consider there are valid reasons to do so.

1006.3 Assistance to the Panel

The Secretary of the KAA or a nominee will act as clerk to the Panel, to give advice and to assist the Panel as it thinks fit. The Secretary will arrange for a note of the proceedings to be taken. The Panel may seek legal advice, and may invite a Solicitor to be present at part or all of the hearing.

1007 PENALTIES

1007.1 Imposition of penalties

If an allegation of misconduct is proved against a member, penalties may be imposed by the Disciplinary Panel. The penalties are set out below.

1007.2 Matters to be considered

When determining penalties, consideration will be given to the seriousness of the misconduct, the circumstances of the misconduct, and the general personal circumstances of the member. Due regard should also be paid to the seriousness with which the KAA regards proven deliberate cheating and the misuse of drugs in archery.

1007.3 Types of Penalty

A member found to have an allegation of misconduct proved may be:

- a) Absolutely discharged, which means that although the member is technically found to have had proved against them the allegation of misconduct alleged, no blame should be attached to the actions of the member.
- b) Admonished.



c) Cautioned which means that no penalty is imposed, but if the member is found to have had proved against him or her the allegation of misconduct on a subsequent occasion within a specified period, he or she will then be dealt with for both offences.

d) Conditionally discharged, which means that no penalty is imposed, subject to the member fulfilling certain stipulated conditions including future good behaviour over a specified period of time. If the conditions are not met, a penalty may be imposed following a further hearing, which shall concern itself only with whether the conditions had been broken.

e) Required to pay a reasonable sum by way of compensation and restitution for an identified and quantified loss.

f) Excluded from certain activities of the KAA, such as participating in competitive shoots, for a fixed period of time.

g) Suspended from the KAA for a fixed period of time.

h) Expelled from the KAA.

i) Anti-doping sanctions will be administered in accordance with the UK Anti-Doping Rules and Regulations – Articles 7 – 10 inclusive of AGB

1008. APPEALS

1008.1 Right to appeal against a finding that an allegation has been proved

A member may appeal against a finding that an allegation has been proved. The appeal must be made in writing to the Secretary of the KAA within fourteen days of the date of the report, who will refer it to the Chairman of the Executive committee. The member must set out the grounds on which the appeal is based.

1008.2 Nature of appeal against a finding that an allegation has been proved

There is no entitlement to a re-hearing of the case, however, this may be allowed only in very exceptional circumstances at the discretion of the Chairman of the Executive committee. Those hearing the appeal may overturn the finding that an allegation has been proved where they consider it just to do so. In particular, a finding may be overturned in the light of new evidence; or where it is considered that the original hearing was not conducted fairly; or where the finding that an allegation has been proved was unreasonable in the light of the findings of fact. At the discretion of the member, the appeal may be presented in person or in writing, and the member may be represented by an advisor, friend or other representative.



1008.3 Right to appeal against imposition of penalty

A member may appeal against a penalty imposed following a finding of guilt. The appeal must be made in writing to the within fourteendays of the date of the report, who will refer it to the Chairman of the Executive committee. The member must set out the grounds on which the appeal is based. The appeal will be heard by an Appeal Panel set up for the purpose by the Chairman of the Executive committee. It will normally consist of three persons who must be wholly independent of the Disciplinary Panel. The member concerned may object to the appointment of any member of the Appeal Panel in writing seven days of being informed of the composition of the Panel giving reasons for the objection. The Chairman of the Executive committee may replace the member of the Appeal Panel should he or she considers there are valid reasons to do so.

1008.4 Nature of appeal against imposition of penalty

The Appeal Panel upon hearing the appeal may recommend a lesser or greater penalty, having considered whether the original penalty imposed was fair and reasonable in the light of all the circumstances of the case, and the member's general personal circumstances.

1008.5 Authority not to allow the appeal

The Appeal Panel will firstly consider the written appeal from the member and decide whether sufficient grounds are shown to proceed with the appeal. The Appeal Panel is empowered to decide not to allow the appeal in which case the decision of the Disciplinary Panel will be final although the case may be referred to SCAS or ArcheryGB.

1008.6 Procedure of appeal

If the Appeal Panel decide to allow the appeal, the member or representative may present the appeal in writing or orally, at his or her discretion. The burden of proof rests with the member. The hearing shall proceed on similar lines to that outlined above (*mutatis mutandis*), with the evidence presented being relevant only to the grounds for the appeal. The Appeal Panel may, at their discretion carry out the review of the appeal without any other parties' persons being present.

1008.7 Findings of the Appeal Panel in an appeal against a finding that an allegation has been proved

Where the appeal is against a finding that an allegation has been proved, the Appeal Panel may, after due consideration recommend the Chairman of the Executive committee to:

- a) Dismiss the appeal in which case the original findings of the Disciplinary Panel will stand.
- b) Grant the appeal in which case the allegation in respect of the accused member will be recorded as not proved.
- c) Exceptionally invite the Chairman of the Executive committee to form a new Disciplinary Panel for purposes of re-hearing the case.

1008.8 Findings of the Appeal Panel in an appeal against penalty

Where the appeal is against penalty, the Appeal Panel may, after due consideration recommend to the Chairman of the Executive committee to:



-
- a) Dismiss the appeal allowing the original penalty to stand.
 - b) Dismiss the appeal but impose a greater penalty, or alter or amend any conditions imposed by the original penalty.
 - c) Grant the appeal and impose a lesser sentence, or reduce or remove any conditions imposed by the original sentence.

1008.9 Decision

The decision of the Appeal panel shall be final although the case may be referred to SCAS or ArcheryGB

1008.9 Report

After the conclusion of the proceedings, the Chairman of the Appeal Committee will write a short report. In the event of a finding that an allegation has been proved, the report will set out the misconduct alleged, a brief summary of the evidence received, the grounds for the finding that an allegation has been proved, the penalty imposed and the factors taken into account in deciding the penalty. A copy of the report will be sent to the member and to the Chairman of the Executive committee and to any other party deemed to have a material interest in the outcome, though in the latter case the report may be censored.



TERMS OF REFERENCE

COUNTY TEAM SELECTION PANEL

Version: 1.01b
Issue Date: 31st March 2018



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TOR 1. COUNTY TEAM SELECTION PANEL

(a) The following shall constitute a Terms of Reference for the County Team Selection Panel.

102. Composition

(a) The panel shall consist of:

- The Records Officer, who will chair selection meetings;
- The County Captain;
- One additional member, elected at the AGM for that purpose.

(b) In case that one or more positions on the panel are not filled at the AGM or subsequently, the remainder of the panel and the Executive Committee shall be jointly responsible for determining how to proceed.

103. Duties and Responsibilities

(a) The members of the panel shall be required to meet only as often as is necessary to fulfil their duties.

(b) The duties of the panel shall be:

- To identify and select suitable archers to form teams to represent the county.
- To ensure that teams receive suitable support at matches.
- To identify potential future members of county teams and:
 - Determine whether they wish to receive development help.
 - Liaise with the Invicta Coaching Group to determine appropriate action.
 - Track results to ensure that the actions taken are giving the required results.
- To identify and implement any additional or changes to processes that will help identify team members and potential future team members.
- To liaise with the Invicta Coaching Group to determine and implement measures to help team performance and the progress of potential future members.

(c) The panel may seek additional assistance to deal with any issue without prior reference to the Operational Committee, unless there are significant budget implications.

104. Reporting

(a) The panel shall be required to:

- keep minutes of all team selection meetings and any prior or subsequent enquiries about availability of archers:
 - to include names of all archers considered for inclusion and the outcome of the selection process;
 - and make them available to the Operational Committee, when required to do so.
- provide regular reports to the Operational Committee, normally via the County Captain:
 - Match results and performance.
 - Team development issues, action and progress.



AWARDS ASSESSMENT PANEL

Version: 1.00
Issue Date: 10 September 2012



ToR 02. Awards Assessment Panel

(a) The following shall constitute a Terms of Reference for the Awards Assessment Panel.

202. Formation and Dissolution

(b) An Awards Assessment Panel shall be formed at the request of the Chairman of the Executive Committee as required by the KAA Policy – Awards Assessment.

(c) A single Panel may be formed to consider multiple awards, provided that the composition of the Panel is suitable for those multiple purposes.

(d) A Panel shall exist only as long as is required to fulfil the requirements of the award or awards; a Panel that has dissolved, may be reformed if subsequent issues arise regarding an award it considered.

203. Composition

(a) The Chairman of the Executive Committee shall be responsible for creating a Panel and for selecting its members, which shall consist of a minimum of three people:

- at least one of whom shall be from the Executive Committee,
- at least one other of whom shall be from the Operational Committee,
- and together these shall constitute the majority of the Panel.

(b) When selecting the Panel members, recognition will be given to the purpose of the awards to be considered; for example, awards involving:

- club development should normally include the county Development Officer,
- individual sporting performance should normally include the county Records Officer.

(c) The chairman of the Panel shall be determined by the Chairman of the Executive Committee in consultation with the Panel members.

204. Duties and Responsibilities

(a) The members of the Panel shall be required to meet only as often as is necessary to fulfil their duties and may do so in person, by telephone, email or in any other way they consider to be effective.

(b) The duties of the panel shall be to implement the requirements of the KAA Policy – Award Assessment, in particular to:

- ensure that award criteria are properly met by the applicant(s);
- identify potential/alternative candidates for an award and to prioritise between them, in those cases where the Association's involvement requires it and it is practical so to do;
- obtain and consider any relevant documentation in support of an application;
- seek additional assistance from third parties to deal with any issue;
- provide references or other input, if required by the providers of the award;
- provide recommendations to the Operational Committee, where timescales allow the award to be referred back to them; otherwise to decide and act in place of the Operational Committee;
- to fulfil any other requirements specified by the awarding body.

205. Reporting

(a) The Panel shall be required to:

- keep minutes of all meetings and any prior or subsequent enquiries about the award and the Association's involvement in it;
- provide all such minutes to the county Secretary to be kept with the Association's minutes;
- provide regular reports to the Operational Committee, normally via the chairman of the Panel.



206. Conflicts of Interest

(a) For the purposes of this Panel, a conflict of interest shall be deemed to exist if a member of the Panel has a close relationship with any potential beneficiary. In all cases the decision as to whether a conflict of interest exists shall be informed by the likely perception of potential beneficiaries and of a reasonable independent observer.

(b) A close relationship may include, but shall not be limited to:

- membership of a beneficiary club;
- a close personal, professional or sporting relationship (e.g. coaching) to a beneficiary;
- a recent or on-going dispute with a beneficiary.

(c) If the Chairman of the Executive Committee has a conflict of interest, he shall pass all of his responsibilities to another member of the Executive Committee for whom no such conflict of interest exists.

(d) No-one shall be involved in the decisions of this Panel, who has a conflict of interest. Should a conflict of interest be identified after selection of a Panel, the member of the Panel concerned shall immediately remove him/herself from all discussion and decisions for which the conflict of interest exists. A replacement shall be selected, if this is necessary to maintain the minimum composition and balance of the panel, as defined previously.





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