



Northern Archers of Sydney Inc. Regulations

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Archery NSW



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NORTHERN ARCHERS OF SYDNEY INCORPORATED, Regulations – June 2018

1. AUTHORITY

- a) These Regulations are to be read in conjunction with Northern Archers of Sydney Constitution.
- b) If doubt arises as to the construction or interpretation of these Regulations, the decision of the Committee of Management after consultation with the membership, recorded in the Minutes shall be conclusive and binding on all the members of the Association.

2. ALTERATION OF THE REGULATIONS

Additions, alterations or amendments to these Regulations may be made by the Committee of Management, provided that:

- a) Notice of the proposed addition, alteration or amendment, together with the reasons provided by a member, are given in writing to the Secretary at least thirty (30) days prior to the Ordinary General Meeting at which such additions, alterations or amendments are to be considered.
- b) Within fourteen (14) days of receipt of the aforesaid notice, the Secretary shall have the proposed addition, alteration or amendment, together with the reasons, displayed on the notice board.
- c) A decision to alter the Regulations shall be made by a majority vote of the total membership at an Ordinary General Meeting and endorsed by Committee of Management at a duly convened meeting of the Committee.

3. MEETINGS OF THE COMMITTEE OF MANAGEMENT

- a) The Committee of Management shall meet separately from the General Meeting, at least three times in each Club year, at a pre-arranged time and venue. A meeting may be deferred if it is apparent before the meeting that a quorum cannot be achieved.
- b) The order of business for a meeting of the Committee of Management shall be:
 - i Apologies
 - ii Confirmation of the minutes of the previous meeting
 - iii Matters arising from those minutes
 - iv Correspondence since the last meeting and treatment of business arising therefrom
 - v General business
- c) The minutes of the meetings of the Committee of Management shall be available to the members at the club rooms within 3 weeks of the meeting.

4. GENERAL MEETINGS

- a) In addition to the Annual General Meeting, General meetings will be held quarterly, with no more than 15 weeks between meetings.
- b) The minutes of the General Meetings will be available to the members at the club rooms within 3 weeks of the meeting.

5. EQUIPMENT

- a) The equipment used in the club will be WA or AA approved.

- b) Any archer with physical limitations which make the use of the above equipment impractical may apply to the Committee of Management for exemption from this rule. The Committee, if it is satisfied with the reasons submitted, may allow the member to use other than the above-mentioned equipment and shall convey the decision in writing to the member concerned.
- c) No broad heads may be shot. Wooden shafts with field points may be shot at club targets if the points are glued with Araldite, epoxy resin glue or hot melt glue.
- d) No bow in excess of 60lb (at the archers draw) may be used unless specifically authorised by the Committee of Management.

6. CONDUCT OF SHOOTS

The rules governing all club shoots shall be those laid down by Archery Australia and World Archery or other club associated affiliations. Club shoots are defined as those with a controlled shooting line and Director of Shooting. Casual or social shoots organised by the Club operate under the same rules, but also those imposed by the CoM and Club safety documentation.

7. RISK MANAGEMENT

7.1 Northern Archers Risk Management Plan

This plan is available as a separate document from the Secretary and is available in the Club house for the purposes of the following:

- a) To reduce the incidents of injury to range users, participants, officials, spectators and other persons associated with the use of the range in the archery activities mentioned above.
- b) To provide a fun, healthy and safe sporting environment for individuals to participate and enjoy the sport of archery.
- c) To minimize potential club liability as a result of poorly managed range usage during the activities mentioned above

7.2 Main Range Shooting Policy

The main range shooting policy as defined in Appendix section 26.2 is available on the Clubs website and in the clubhouse and should be reviewed from time to time.

8. CLUB FEES

Annual membership fees shall be set by the Committee of Management from time to time after consultation with the membership at an Ordinary General Meeting and shall be subject a thirty (30) day period of notice.

9. MEMBERSHIP CATEGORIES & SUBSCRIPTIONS

- a) The categories of membership are defined by AA policy no. 1010, "Membership Terms and Conditions" and any other categories the Committee of Management deems necessary to assist in the functioning of the Club.
- b) Rates of joining fees and annual subscriptions shall be determined by the Committee of Management. Except in the case of Associate Members, annual subscriptions shall include AA and ANSW affiliation fees.
- c) Annual Subscriptions fall due on the annual anniversary date of a potential member's initial membership to Archery Australia and Northern Archers. These subscriptions are to be paid via the Archery Australia online membership renewal. Members who have any fees or subscriptions outstanding shall not be permitted to shoot until all fees are paid.
- d) All Members, other than Associate Members or Visiting Members, must be affiliated to

Archery Australia, Archery New South Wales Inc. and Northern Archers of Sydney Incorporated, and if shooting in any tournament, under the auspices of these organisations must represent this Club. Senior members other than Associate or Visiting Members may invite guests to shoot at the club range, provided that such guests are financial shooting members of an Archery Club affiliated to Archery Australia.

- e) Members of other clubs who are affiliated through these clubs with ANSW may become Associate Members of Northern Archers on payment of the appropriate fees.
- f) A social member shall be a non-shooting member, they have debating rights only. No other fees, joining, shooting, range or affiliation, are required.
- g) Full time students 18 years and over and members 65 years and over joining the Club shall be required to pay the rates for club membership fees specified. They shall continue to be required to pay full affiliation fees to AA/ANSW

9.1 REGISTER OF MEMBERS

A register of financial members will be kept on the noticeboard and updated on a regular basis in line with Ordinary General Meetings or as the updates are required.

10. CLUB SYMBOLS & UNIFORM

- a) The badge of the club shall be a blue and gold shield with a superimposed target pierced by an arrow in the gold.
- b) The club uniform shall comprise of the currently available shirts as approved by the Committee of Management from time to time
- c) Members are encouraged to wear the club uniform at all club occasions and external events to foster a sense of being part of a team.
- d) AA and ANSW Tournaments – You are encouraged to wear the club uniform for these tournaments. This promotes the club and a team philosophy. National and State Team shirts are also permitted where appropriate or where directed by NSO or RGB officials such as State Coaches etc.

11. CLUB CHAMPIONSHIPS

A Club Championship shoot shall be conducted annually during October, November or December. The round shall be at the discretion of the Committee of Management and the date listed on the Clubs' Event Calendar.

12. CLUB LEAGUE (SEE APPENDIX 26.1 FOR RULES)

A regular competitive social shoot operated under a handicap system for members, junior and senior, shooting various rounds, to encourage our members to compete a little more, improve skill and to develop social cohesiveness and interaction.

13. TOURNAMENTS – REGISTERED AA AND ANSW SCHEDULED

The CoM can organise and run tournaments across the year as it so chooses. Examples of previously run tournaments are;

- a) WA1440's (Feb)
- b) Northern Junior Challenge (April)
- c) WA900 (July)
- d) Northern Bare All (Feb)
- e) Fred Herbert Memorial Clout (Oct)
- f) State Championships – Clout (Nov)

Ideally, all registered tournaments to be run in the coming calendar year should be submitted to ANSW in Oct/Nov of preceding year for ANSW calendar coordination and registered with Archery Australia at the beginning of the year.

14. QUALIFYING RANKING EVENTS (QRE'S)

The CoM can run any number of QRE's as it sees fit across the calendar year as long as they are registered with AA a month before the event.

15. LIQUOR & DRUGS

No person shall be permitted to shoot while showing the adverse effects of liquor or drugs. Alcohol is not to be consumed on the range and only around the clubhouse at club hosted social events. Persons not conforming to this regulation will be subject to the disciplinary procedures described in these regulations.

16. DUTY OFFICER

- a) Each Saturday and Sunday a member of the Club shall be appointed Duty Officer for the day.
- b) The Secretary shall draw up a duty roster well in advance and this shall be displayed on the notice board. A copy of the roster will be emailed to every member involved and posted on the club noticeboard.
- c) The responsibilities of the Duty Officer are outlined in the Regulations under the Safety Management plan 26.3.

17. EQUIPMENT CONTAINERS

The Club has 3 equipment containers for storage of equipment. Only one of these is accessible to the general membership. To enable members to shoot during the week, members may request a key to the general access container. This container has target faces, sign in book and a safety flag. Those with access must ensure they have signed in and the safety flag has been hoisted. On completion of their shooting, the general access container must be closed and locked or that responsibility passed to another Club member still on site.

A key can be issued upon request via email to the Club Secretary and will be entered into the key register. Keys must be returned on cessation of membership to Northern Archers.

18. PROVISION OF INFORMATION TO MEMBERS

- a) The Club maintains a website and Facebook page for distributing information to its members. Within the club house various noticeboards are available to display the event information for entries for all National and State events throughout the year
- b) Club wide emails are sent via the Secretary only.
- c) To assist members to buy and sell equipment, space shall be provided on the notice board for the display of such advertising and in addition if so desired, can be advertised on the Club website.

19. ARCHERY EQUIPMENT FOR BEGINNERS

- a) The Club shall maintain suitable archery equipment for use by beginners.
- b) The Committee of Management shall set the hiring charge for this equipment.
- c) Persons using the equipment shall be informed that it must not be used at a range exceeding 30 metres.

20. MEMBERSHIP QUALIFICATION TESTS

- a) Persons from Archery Australia or Archery Alliance affiliated clubs and those that have completed beginner's courses at other clubs or organisations may qualify for membership at Northern Archers by completing a membership qualification test by way of an assessment performed by a Senior member of the Club.
- b) They shall be required to prove their competence by shooting 6 ends of 6 arrows, commencing at 20 metres. That competence must show that they have a reasonable archery technique that does not require them to undertake a Beginners class in the opinion of the Assessor. The Committee of Management may waive this requirement if it is satisfied that the person concerned is an experienced archer, proficient at shooting at a greater distance.
- c) A person shall not shoot at a distance greater than 10 metres beyond that at which he/she is qualified.

21. CONDUCT OF MEMBERS & ASSOCIATES

- a) Members wishing to bring a visitor to the Club who wishes to shoot providing they are an affiliated member of ANSW (RGB) or AA (NSO) should first obtain approval of a Committee of Management or if not available, the Duty Officer if available. All visitors must have an Archery Australia membership card whilst on the range and must be made acquainted with the main range shooting policy and general safety rules by their host member. All visitors must fill in the sign-in book.
- b) Associate Members shall not have the right to bring to the Club a visitor who wishes to shoot without first advising the Secretary

22. KEYS TO CLUBROOMS

- a) Members of the Committee of Management shall be supplied with a key to the club rooms.
- b) Other members who use the club on a regular basis during the week may apply to have a key issued to them via the Committee of Management on a case by case basis.
- c) The Committee of Management at its absolute discretion may issue a key to a member on the understanding that it is not to be transferred to another person under any circumstances.
- d) The Committee of Management reserves the right to demand the return of keys at any time.
- e) Keys must be returned on cessation of membership of Northern Archers.

23. APPROVAL OF EXPENDITURE

- a) The Treasurer shall be responsible for recording income and expenditure of the Association and for receiving or disbursing monies either by EFT, cash or other instrument.
- b) The Treasurer and Secretary together on their own authority may incur expenditure on any single item to a limit of \$1500 between General Meetings.
- c) Expenditure on any single item between \$ 500 and \$3500 must be authorised in advance by the Committee of Management.
- d) Expenditure more than \$3500.00 on any single item may only be authorised by the Committee of Management after being brought as an Agenda item to an Ordinary General Meeting for approval. Members wishing to address the Ordinary General Meeting about the proposed expenditure can so do.
- e) Recurring expenditure, e.g. lease payments, internet/telephone charges, requires prior authorisation at the level appropriate to the total expenditure and not that appropriate to individual payments.
- f) Several items that must be acquired together to be of use to the Club shall be regarded as a single item for the purpose of authorisation.
- g) Multiple disbursements on a single item shall be regarded as a single disbursement for the purpose of authorisation.

24. PRESENTATIONS & AWARDS

ANSW and AA awards are received on a regular basis. The presentation of awards shall take place at the choosing of the Committee of Management. These are likely to be at Club League shoots, General Meetings, or social occasions such as the yearly Christmas party.

25. CLUB RECORDS

Any club record claimed must have been shot at a controlled shoot run at the range and registered in Archers Diary for the sake of recording keeping. You must shoot the AA round relevant to you bow and age division. No other rounds are recognised.

Scoring is via AA policy with electronic scoring and paper score sheet backup and this must be witnessed and signed by the Archer and at least one other member shooting with the member claiming the record.

26. CLUB SUPPORT OF MEMBERS REPRESENTING AUSTRALIA

The club where appropriate will provide financial support to the value of \$600.00 once a year to archers competing at international events if it can be shown that those archers have put back into the club via participation in the following club events during the year:

- a) Club working bee x 2,
- b) Come and Trys x 4,
- c) Competition setups x 3,
- d) Show support and compete in up to 3 Club Handicap League rounds.

Potential applicants must apply in writing to the Secretary of the Club where that request will be put to the Committee of Management for review and further advisement.

27. WORKING BEES

The club runs several working bees a year to keep the range and its equipment in top condition. Members are expected to participate as required. Notification of working bees will be sent prior to the date set. Whilst the working bee is in progress, the main range and beginners' areas will be closed to any and all shooting during the working bees.

28. APPENDIX - CLUB POLICIES

28.1 Northern Archers League Competitions.

***Aim:** A regular competitive social shoot for members, junior and senior, shooting various rounds, to encourage our members to compete a little more, improve skill and to develop social cohesiveness and interaction.*

- 1) The leagues will be known as the “Northern Archers Handicap League” and “Northern Archers Midweek League.
- 2) The leagues are controlled by the Committee of Management (CoM) and any decision on any matter concerning the league is final.
- 3) Competitions will be based upon the AA handicap rating and classifications, as administered by the club recorder and/or the CoM.
- 4) Northern Archers Handicap League will consist;
 - a) 12 rounds will be held twice per year with rounds being about 2 weeks apart with first scoring arrow at 9.30am.
 - b) Competition rounds will be held on a Saturday or Sunday, generally on an alternating basis, taking into account external competitions and other club activities.
- 5) Northern Archers Midweek League will consist of;
 - a) Up to 11 rounds on a weekday to be determined during school terms with first scoring arrow at 10.00am.
- 6) Competition rounds may be of any type deemed appropriate and which can conform to the AA handicapping and classification system and may include rounds shot in external competitions, such as the Northern FITA Star and Junior Challenge.
- 7) Competition rounds will be advertised in the club calendar and will have ‘right of way’ on the shooting range. Members not participating in the League but wishing to use the range at the same time as the League will have to ‘fit in’ in a safe manner. That is either join the League shoot or utilise the Beginners Area.
- 8) Participants must be Full or Associate members of Northern Archers or be a member of a club affiliated with AA. They must have an established handicap rating with Northern Archers and as a minimum have a 3rd class classification and be qualified to shoot at least 40 metres to participate and receive competition points. (Note: Archers who do not meet these criteria (incl. members of other clubs) may, at the discretion of the CoM, be allowed to shoot in order to develop their skill or help establish their handicap rating or classification).
- 9) Entry fees will be set by the CoM for all participants eligible to receive competition points. The club will match these entry fees, dollar for dollar, with the total amount collected being used for the winning prizemoney at the end of the competition.
- 10) The club will also provide an appropriate prize to the value of approximately \$12 to the winner of each round of a competition.
- 11) The number, length and timing of any rest breaks taken during the shooting of a League round will be determined by consensus of the archers participating in that round. All archers must be ready to recommence shooting at the agreed time. A participating archer may during a rest break shoot on a blank practice butt at no more than 10m for the physiological purposes of staying “warm & loose”.
- 12) The overall order of placings in each round is found by:
 - a) Firstly, determining which archers have shot above their rating and which have shot equal to or below it, and then,

- i) For archers who have shot below or equal to their current rating: the place in which they finish is sorted according to their adjusted score as determined the AA competition management system “iscored today” or in the event of electronic failure then AA ratings tables. Archers who have shot an equal score shall be separated by a countback.¹
 - ii) For archers who have shot above their rating: the place in which they finish is sorted according to how much above their rating they shot. Only a maximum of 3 ratings points will be taken into account to determine the placings. (i.e. archers who shot >3 points above are automatically deemed to have shot 3). Archers who have shot the same amount above their rating shall be separated by a countback.¹
- b) Finally, the overall order is determined by placing those who shot over their handicap, in front of the others, in their respective finishing orders.
- 13) Points are allocated to the placing according to a 50-point sliding scale. i.e. 1st = 50 pts, 2nd = 49 pts, 3rd = 48 pts, and so on.
- 14) At the end of the competition the archer with the highest point score, based on their best 6 rounds will be declared the winner. In the event of archers being equal then their placing will be determined by a shoot off².
- 15) At the end of each competition there will be prizes for 1st place, 2nd place & 3rd place, with the prizemoney being split 50%, 33%, and 17% respectively. In addition, 1st, 2nd and 3rd place will receive sponsor’s prizes, i.e. if there are three sponsors. first place will have first choice of the sponsor’s prizes and second place second choice.
- 16) Participants must have completed 6 rounds in the competition to be eligible for any prizes.
- 17) A league ladder will be displayed on the website and in the clubhouse when made available by the Club Recorder showing the current placings, the ‘best 6’ points progression and the average points/round of each of the participants.

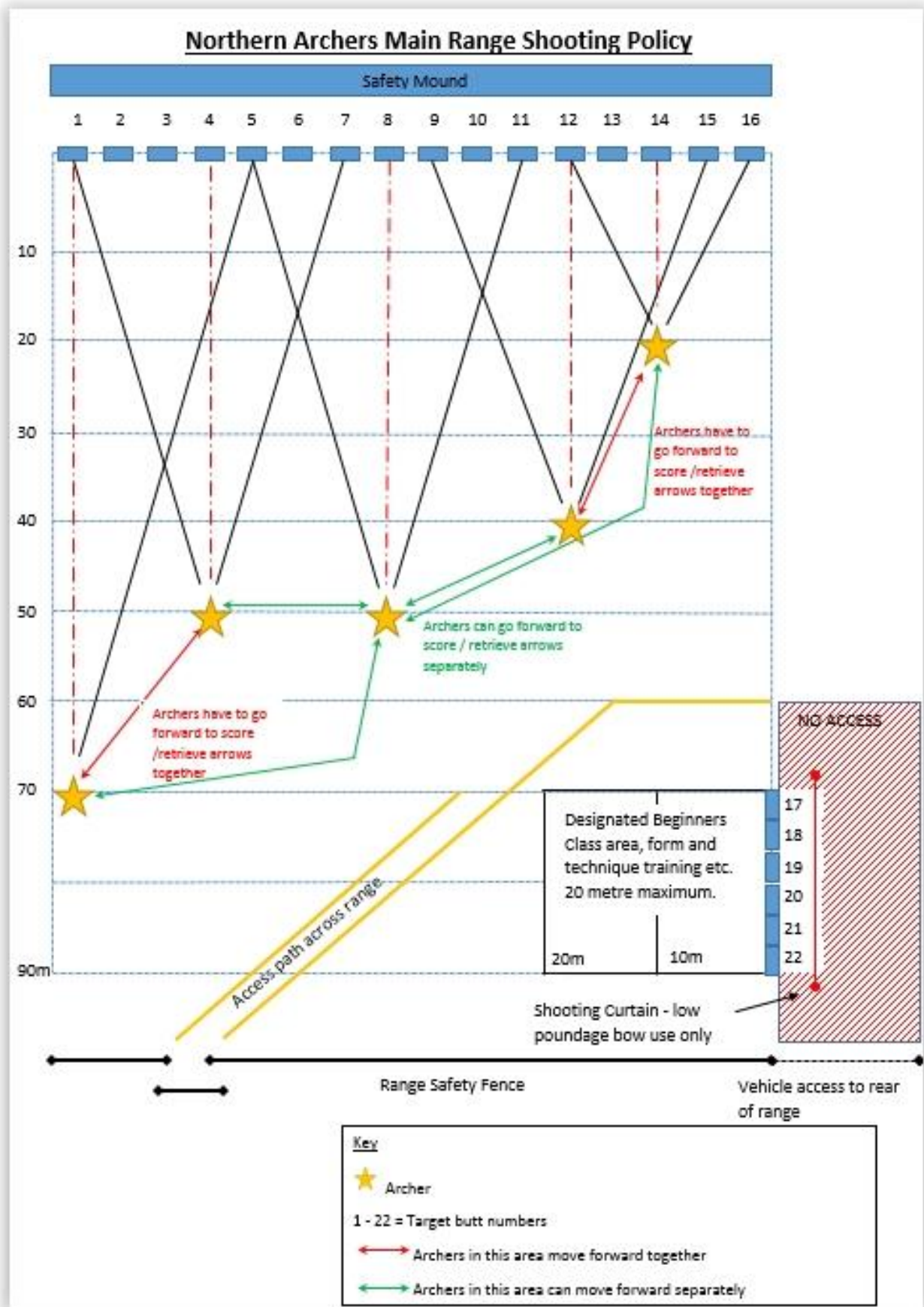
¹**Countbacks:** Used to split competitors on equal placings by first counting total no. of 10s of each archer, if still equal then total no. of Xs, then if required total no. of 9s. If still equal after all this then they are declared equal and awarded the same no. of points.

²**Shoot Offs:** Consist of 18 arrows (3 ends) @ 50m on an 80cm face. The archers score being adjusted according to their handicap using the AA ratings table. If the archers are still equal then successive round of 18 arrows are shot, in the same manner as the first, until a winner emerges.

To enhance the spectacle and competition, the shoot offs may be held in a matchplay style where by at the finish of each end the adjusted scores are calculated and the progress of the scores are announced to the archers and spectators.

Please note: As of January 2018, we have a new rule regarding handicaps, which we will be utilizing from Rd 1 2018. For an existing archer who has had a club handicap for a minimum of 5 shoots (club leagues or tournaments). Your handicap will now be an average of the last five recorded events. Therefore, your handicap will represent your current form and can vary both in a positive or negative direction after each event. A new archer to the league will still be required to shoot five events to gain a handicap. In their next five events their handicap will raise by half of any amount they shoot over their handicap (this is how the league was run in 2017). At the conclusion of their first ten events, the handicaps from their last five events will be averaged and they will compete under the same rules as everyone else.

28.2 Main Range Shooting Policy Jan 2015 V1.0



Our current shooting policy has been amended to reflect the Safety Guidelines laid down by Archery Australia, dated January 2011 and modified to suit the Archery Range Configuration Nov 2015.

The following shooting policy will be adhered to by all members when using the main target range.

1. Under normal conditions Archers will shoot the longer distances from the left-hand side of the range, tapering across to the shortest distances on the right-hand side of the range (when viewed from the Club House), at all times complying with the Range Shooting Policy set out below.
2. To be in front of other archers shooting on an adjacent target, there must be at least two (2) clear target lanes separation to be in front to a maximum of 20m, but subject to weather conditions this may be reduced to 10m.
3. The following rules will apply if Archers wish to go forward to score or retrieve their arrows independently of other archers shooting on the range – To be able to do this, there must be at least **two (2) clear lanes on either side for distances up to 30m, three (3) clear lanes on either side for distances over 30m to 50m and four (4) clear lanes for shooting distances over 50m.** If this is not the case Archers may only go forward and score/retrieve their arrows with other Archers shooting on other targets which are overlapping theirs, using the two (2), three (3) or four (4) clear lanes rules.
4. To facilitate maximum range flexibility, Target number one (1) has been designated as the only target to be used for shooting at 90m, other than during competitions when the shooting is under the control of a Director of Shooting (DOS). Further, should the range be congested, which is often the case on weekends, Archer(s) shooting a defined round, which includes 90m are entitled to shoot 6 practice arrows plus 36 scoring arrows, after which they have to move to a shorter distance, *i.e.* in the event of other archers wishing to shoot that target or when requested by the Duty Officer.
5. Archers shooting a defined round are entitled to shoot up to two distances on the one target before being required to change to a different target. They may be required to move and will do so if requested in the event that another/other Archers wish to shoot on that target in order to maintain the 'preferred taper' as referred to in the Range Shooting Policy (refer as example).
6. Archers not shooting a defined round shall be limited to shooting a maximum of 36 arrows from one distance. They will then be required to move to another target or take a break, if so requested.
7. Archers wishing to tune their equipment at short distance will be required to use the main range on the right-hand side or the Designated Beginners area at a maximum distance of 20m, under the proviso that they must fit in with any Beginners classes being conducted on target 17-22. They must shoot the same distance and also go forward together with the class to retrieve their arrows.
8. Maximum distance to be shot on targets 12 to 16 is 50m when beginners' classes or Come and Trys are on in the Designated Beginners Area. The same rule of 2 clear lanes applies to be able to go forward to the target independently.
9. Where all targets are being used and congestion appears likely to continue, members wishing to shoot should introduce themselves to the existing member shooting at the distance they wish to shoot rather than occupy another target. In extenuating circumstances, a temporary target may be setup for someone, subject to the distance wishing to be shot and shall wait until a re-organisation can be arranged amicably with other archers, keeping in mind that Point 5 above may be invoked and in addition complying with lane separation rules above. If a latecomer chooses not to set-up a temporary target she/he must wait until others have completed their rounds and a target becomes vacant.
10. This policy is mandatory and will be adhered to and policed by all members. Should a breach of this policy by a member be reported to the Committee of Management the case will be investigated and if proved to the satisfaction of the Committee the disciplinary provisions set out in the By-laws will be invoked. Where possible Archers are encouraged to shoot in two's or three's to a target in order to provide maximum range utilisation.

28.3 SAFETY MANAGEMENT PLAN

The Safety Management Plan for Northern Archers of Sydney consists of the following;

- a) This document
- b) Main Range Shooting Policy
- c) Risk Management Plan
- d) Bushfire Management Plans

All members are responsible for safety on the range both personal and of those around them. Unsafe situations or incidents are to be reported to a member of the CoM as soon as possible.

1. On Saturdays and Sundays a Duty Officer shall be in attendance where possible in accordance with a predetermined roster.

2. All Members of 12 months standing and over, or if otherwise suitably qualified, and being 18 years or older, may be required to share the role of Duty Officer. To this effect, a roster shall be drawn up at half yearly intervals.

3. The Duty Officer shall have the authority to see that the Safety Management Plans and Regulations are adhered to,

4. In the absence of a Duty Officer, the first archer utilising the range shall perform the function of Duty Officer in relation to safety until he/she leaves, when the next archer shall assume this duty of safety. This especially applies to weekdays.

5. The Duty Officer shall be readily identifiable by a hi vis vest.

6. As the range is in use 7 days a week, a red flag shall be raised adjacent to the club house on the flagpole to indicate members are present and shooting. In addition, permanent signs advising the general public that archery is in progress are secured to the range boundary fence.

7. All Members, Associate Members, Temporary Members and Visitors must sign the attendance book prior to commencement of any shooting activity for insurance purposes. This will also serve as a continuing acknowledgment of the Club's Main Range Safety Policy and Risk Management Plan.

In addition to signing the attendance book all archers must make themselves aware of who is the Duty Officer of the day if available.

Further, an attendance book/sheet shall be kept in the equipment shed to be signed by all archers using the range during those times that the clubhouse is closed or when arriving prior to the opening of the club house.

8. Archers on adjacent targets must follow the Main Range Shooting Policy and maintain a distance spacing and formation that is considered satisfactory by all archers participating, taking into account the abilities of the individual archers and field weather conditions at the time.

9. Archers/persons shall not proceed between the targets and the mound until archers on adjacent targets have been advised by the call "Going Behind" and have ceased shooting.

10. Should any archer/person go on or be behind the mound all shooting on the range must stop immediately.

11. No archer whilst aiming shall raise his/her sights above the target butt at any time and prior to changing distances the sight setting for the new distance shall be checked by the archer.

12. No member under the age of fifteen (15) years of age shall be permitted to shoot, unless another competent archer over the age of eighteen (18) years is present, or unless approved by the Committee.

13. Weighing of bows shall be carried out under the supervision of the Duty Officer or Senior members.

14. If there is an unresolved dispute about Range Safety the Duty Officer may exercise discretion to take appropriate action to remedy the situation. His/Her decision shall be final.

15. A properly stocked St. John's First Aid kit, in accordance with the WHS Act shall be fixed to the wall in a readily accessible place in the club house.

16. The Range shall be kept clear of re-growth to ensure a clear a view as possible, this must be done in close coordination with Hornsby Council and Parks and Gardens to ensure compliance with their rules and regulations on native bush land.

17. All Members current and future must be aware of the Club's Main Range Shooting Policy and Risk Management Plan and sign the Safety Book, acknowledging that they have read, understand and accept the Safety Policy and Safety Management Plan and, in addition, that they have viewed the Training/Safety video.

18. The Main Range Safety Policy and Risk Management Plan shall be under constant review..

28.4 SMOKE FREE POLICY

Northern Archers of Sydney Inc recognises that NSW legislation (Smoke-free Environment Act 2000) bans smoking in spectator areas for the duration of the sporting activity at:

- Public sports grounds
- Local council playing fields
- Major sporting facilities.
- Environmental (second hand) tobacco smoke is a health hazard and that non-smokers should be protected from it.
- Role modelling can have a significant impact upon the junior members of the club.
- Smoke free areas make smoking less visible and less socially acceptable.
- Smoke free areas support smokers who are trying to quit as well as reduce their overall cigarette consumption.
- Outdoor smoke free areas help to reduce the amount of cigarette butt litter (reducing cleanup costs, fire risk and children's health risk due to swallowing discarded butts).
- Smoke free environments are advantageous in attracting new members as well as positively promoting the club in the community.

Accordingly, the following policy shall apply to all members, administrators, officials, coaches, players, spectators, visitors and other volunteers and/or or staff of the club.

SMOKE FREE AREAS

Northern Archers of Sydney Inc requires the Main Range, 3D range, Beginners area and club house to be smoke free:

- All indoor areas
- All outdoor playing/training areas
- All spectator areas (standing and seated, covered and uncovered)
- All canteen, catering and eating and drinking areas
- A designated smoking permitted area is located behind the club house

FUNCTIONS

- Club functions, including social and fundraising events and meetings, held at club facilities are to be smoke free.
- Club functions, including social and fundraising events and meetings, held away from club facilities are to be smoke free wherever possible.
- If provided, smokers may only smoke at outdoor designated smoking areas and are to dispose of cigarette butts safely before entering facilities.
- Invitations and advertising for functions, meetings and events will be promoted as smoke free.

NON-COMPLIANCE

All club committee members will enforce the smoke free policy and any non-compliance will be handled according to the following process:

- Explanation of the club policy and the NSW tobacco laws to the person/people concerned, including identification of the areas in which smoking is permitted
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function.

The club recognises the importance of educating club members, visiting competitors, and members of the public of the benefits of implementing a smoke free policy and will endeavor to provide information to assist this process.

POLICY REVIEW

This policy complies with both Hornsby Council and the NSO Smoke Free Policy No. 1045 and should be reviewed every 3 years.

28.5 CLUB HARASSMENT POLICY

Harassment in any shape or form, by one member to another is totally unacceptable and will not be tolerated. Harassment including, but not necessarily limited to race, colour, sex, sexual preference, mental or physical disability, marital status, family responsibility, pregnancy, religion, political affiliation or opinion, national extraction or social origin.

Should any member feel that they are experiencing some form of harassment they should raise this matter themselves, or through a third party, with the offending person(s). If continued harassment takes place they should then raise this matter, either themselves or through a third party, with the Committee of Management, which will deal with the matter as expeditiously as possible and to ensure that this matter is dealt with in such a manner that will preserve the harmonious relationships amongst all members.

All members have a responsibility to raise any perceived feelings of harassment to themselves or any other members through the appropriate channels so as to ensure that these matters are resolved forthwith and as such to maintain an atmosphere of acceptance and good fellowship.

28.6 SOCIAL MEDIA POLICY

Northern Archers of Sydney Inc., hereafter referred to as NAS, recognises that Social media offers the opportunity for people of shared interest to more easily communicate and share their sport interests with each other.

Social media networking means any medium on the internet in which Northern Archers of Sydney Inc. (NAS) wishes to participate. Examples include but are not limited to Facebook, Twitter, YouTube, Blogs, MySpace, Wikipedia or other wikis, and LinkedIn.

This policy aims to provide some guiding principles to follow when using social media in which NAS participates. This policy does not apply to the personal use of social media platforms by anyone associated with the sport in particular when there is no reference, inference or mentioned association to NAS, Archery Australia, RGBs or Clubs or its affiliates or related activities.

This policy applies to all NAS members, associate and social members, volunteers or any individual representing themselves as a member of NAS.

Guiding Principles

The web is not anonymous. NAS members, registered affiliates, volunteers and staff should assume that everything they write can be traced back to them.

NAS will not, and expects that users will not, post any materials that falls into any of the following categories and may have any materials removed that:

- Have content that the moderator deems inappropriate, which includes but is not limited to swearing, abusive language and inappropriate photos.
- Persons wishing to participate in the medium under the NAS banner will be required to use their full name, no pseudonyms are permissible.
- Defame abuse, harasses, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
- Images of children (minors under the age of 18 years) may not be replicated on any site without written permission of the child's parent or guardian. This also includes names, address, performances or any personal details concerning the individual.
- Publish, post, distribute or disseminate any defamatory, infringing, obscene, indecent, misleading or unlawful material or information.
- Upload or attach files that contain software or other material protected by intellectual property and copyright laws (or by rights of privacy or publicity) unless the user owns or controls the rights thereto or has received all necessary consents.
- Upload or attach files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer. That discriminates against a member of the community based on sex, race, sexuality, religion or any other issue.
- Advertise for any products, business or services.
- Link or refer to inappropriate content of an explicit nature.

- Refer to personal details including address, phone number or any other contact details.
- Spam the wall or incite or encourage other users to spam the wall with any kind of content.

It must be recognised that Archery Australia Inc. has a Social Media Policy, which also applies to anyone associated with the sport of archery, refer to the AA website for more detail.

Remember that honesty is always the best policy, especially online. It is important for you to recognise that the web is a permanent record of your online actions and opinions. Be mindful of what you post to social media and as it may come back to you in later life.

28.7 NORTHERN ARCHERS - ARCHERY ETIQUETTE - SOME DO'S & DON'T'S

Do's

- When you've finished shooting, step back from the line so that the Director of Shooting (DoS) can see that you've finished.
- Noise – please consider others who are still shooting – some people are very sensitive to “noisemakers”. Whilst talking and making noise behind the shooting line is not “against the rules”, talking loudly is inconsiderate and is regarded as bad manners.
- Please watch your language, some people are easily offended and there are often juniors and their parents about.
- Make newcomers feel welcome – don't ignore them. Introduce yourself and offer to show them what to do - remember how you felt as a newbie.
- Keep your spotting scope under control – make sure you leave room for others. Generally, you are entitled to 1.0m on the shooting line.
- Those not scoring should be pulling arrows.
- Do help others look for lost arrows.
- If young children are on the range, they **must be kept under control by Parents**, and are not normally permitted on the target field specifically.
- Be aware of the Range Safety Policy.

Don'ts

- Never touch another archer's equipment without permission - ever!!!
- Do not distract others if you are not shooting with poor behaviour.
- Be conscious of other archers around, if shooting more than 6 arrows please make sure you are not prohibiting other archers for collecting their arrows.
- Quivers and arrows are should not be worn in the Clubhouse – leave them outside.
- If using a spotting scope, do not sight your last arrow at the end of the end.
- Do not snarl at the beginners' mistakes– remember you were a beginner once. Try to be helpful and show them the “correct” way.
- At the target: Do not touch either the target or any arrows until scoring is complete – you could knock a loose arrow out of the face and cost someone several points.

Unsportsmanlike conduct will not be tolerated.

Happy Shooting