

THE DURHAM & NORTHUMBERLAND ARCHERY ASSOCIATION CONSTITUTION

01. GENERAL

- 01.1 The Durham & Northumberland Archery Association (hereinafter called “the Association”) shall consist of archery clubs whose premises lay within the geographical map indicated in APPENDIX “D” and have paid the current year’s affiliation fees to DNAA and NCAS. All clubs must inform the DNAA Secretary of changes in their Secretariat to include full name, postal address, e-mail address and phone number.
- 01.2 Other clubs outside the aforementioned area may apply to join the Association if agreement to the application is given by the Association and by the County Association, in which the club is situated geographically.

02. AFFILIATIONS

- 02.1 The Association shall be affiliated to, and shall be bound by the rules of, the Grand National Archery Society (G.N.A.S./A.G.B.) and the Northern Counties Archery Society (N.C.A.S.).
- 02.2 The Association shall send its quota of representatives to the general committee of the N.C.A.S.

03. OBJECTS

- 03.1 The objects of the Association shall be:
 - 03.1.1 To encourage, promote, develop and control archery (other than bow hunting) amongst all sections of the community within the Association's area of jurisdiction.
 - 03.1.2 To promote annual County Championship meetings and other meetings at the discretion of the Executive Committee.

04. MEMBERSHIP

- 04.1 There shall be 4 classes of membership:
 - 04.1.1 HONORARY. Any person whom the Association wishes to honour may be elected at any general meeting of the Association.
 - 04.1.2 DIRECT. A person who is not a member of an affiliated club of the Association, but is an individual member of G.N.A.S./A.G.B. (and has paid DNAA/NCAS fees) and wishes to be informed of Association matters.
 - 04.1.3 ASSOCIATE. A properly paid-up shooting member of a G.N.A.S./A.G.B. and N.C.A.S. affiliated club.
 - 04.1.4 JUNIOR. A person who has not attained the upper age limit as stated in the G.N.A.S./A.G.B. Constitution.
- 04.2 Any person interested in archery and affiliated to the G.N.A.S./A.G.B., and having attained the upper age limit laid down for junior membership as specified in the G.N.A.S Constitution shall be eligible for admittance as an individual member of the Association or under that age as a junior member.
- 04.3 Any archery club, or similar organisation, properly constituted and within the geographical area as defined in 01.1, shall lodge its constitution/rules with the Association and shall be eligible for affiliation as an associated club.

- 04.3.1 Any club so affiliated shall affect access to their annual general meeting by representatives of the Association. The club shall notify the Association's secretary of the date, in writing, 28 days prior to their annual general meeting or as such notice as is practicable.
- 04.3.2 A shooting member of an affiliated club shall, by such membership, become an associate member of G.N.A.S./A.G.B. and N.C.A.S.
- 04.3.3 An associated club shall consist of a minimum number of senior associated members as determined by GNAS/AGB, except in the case of a junior associated club.
- 04.3.4 Before acceptance all clubs must satisfy the committee that they have the necessary qualifications to become an affiliated club. It is essential that all shooting members are conversant fully with the Rules of Shooting; in particular those relating to safety and to the conduct of shooting.
- 04.3.5 A club will be eligible for affiliation if all shooting members of that club are affiliated to the G.N.A.S./A.G.B.
- 04.3.6 The Association shall have powers to disaffiliate any club, or member(s) of a club, whose actions bring the Association's name into disrepute or breach this Constitution. Such actions shall include blatant breaches of the safety rules which endanger other persons or property; the fraudulent acquisition of archery goods; the shooting of any animal and any other actions which the Association considers to be undesirable.
- 04.3.7 Any such club or person(s) subject to disciplinary proceedings shall have the right to a hearing in full committee before any decisions are made concerning their affiliation. The decision of the Executive Committee is final on all matters concerning membership.

05. MANAGEMENT

- 05.1 The management and property of the Association shall be vested in an Executive Committee. Sub-committees may be appointed by the Executive Committee to deal with special projects, e.g., County Championship meetings, and demonstrations.
- 05.2 In cases of emergency the Chairman, Honorary Secretary and Honorary Treasurer shall have full powers to act on behalf of the Association.

06. EXECUTIVE COMMITTEE

- 06.1 If applicable the officers of the Executive Committee shall be elected at each annual general meeting and shall assume office thereafter.
- 06.2 The Executive Committee shall consist of 6 officers, namely:
 - 06.2.1 President.
 - 06.2.2 Chairman.
 - 06.2.3 Honorary Secretary.
 - 06.2.4 Honorary Treasurer.
 - 06.2.5 Honorary Records Officer.
 - 06.2.6 Honorary Coaching Organiser, and
Please refer to Appendix 'H' for Roles of Elected Officers.
 - 06.2.7 Two representatives from each associated club, who shall be affiliated members of the Association.

06.2.8 Each officer and representative shall have one vote. In the event of a tie the Chairman shall have a casting vote. All decisions made by the Executive Committee shall be by simple majority.

- 06.3 A quorum of the Executive Committee shall consist of not less than ~~20%~~ 7 members of the ~~eligible-committee-membership~~.
- 06.4 The Chairman and other officers shall not act in the capacity of club representatives. In the event of the Chairman's absence the Executive Committee shall elect one of the members present to act as Chairman of the meeting. The person appointed shall not act as a club representative during the meeting.
- 06.5 The Executive Committee shall have power to co-opt members and advisors to fill casual vacancies and for such other purposes as they may decide. One such purpose shall be the provision of an Association Child & Vulnerable Adults Protection Officer. See APPENDIX 'E'.
- 06.6 In addition to club representatives, clubs may send unlimited observers to committee meetings. They may take part in any debates, but must not vote on any matter.
- 06.7 The minutes of the Executive Committee meetings shall be circulated to the officers and to the secretary of each associated club and to any individual members not less than 21 days prior to the following meeting being held.
- 06.8 The President shall be elected for a term of 2 (two) years and may be re-elected for a maximum of 2 (two) consecutive terms of 2 (two) years.

07. HONORARY SECRETARY

- 07.1 The Honorary Secretary shall duly convene all meetings of the Association and the Executive Committee.
- 07.2 Under the instructions of the Executive Committee a record of all proceedings shall be recorded in a minute book.
- 07.3 The Honorary Secretary shall conduct the ordinary day-to-day business of the Association.
See Appendix 'H'.

08. HONORARY TREASURER

- 08.1 The Honorary Treasurer shall be responsible for the collection of subscriptions and for all receipts and disbursements of the Association's funds.
- 08.2 The Honorary Treasurer shall prepare and present annually a receipt and payments account with balance sheet, and shall keep all necessary books and records which shall be subject to audit at any time.
See Appendix 'H'.

09. HONORARY RECORDS OFFICER

- 09.1 The Honorary Records Officer (HRO) shall maintain an up-to-date list of the Association's record scores for all rounds made by its members in open competition which must be supported by documentary evidence. These records are to be made available at meetings when requested by the Executive Committee.
- 09.2 The HRO shall issue certificates to each member who achieves a new county records as laid down in 09.01. Such certificates shall include all relevant data relating to the award.
- 09.3 The HRO will maintain a list of scores to be used as indicated in APPENDIX "F".

See Appendix 'H'.

10. HONORARY COACHING ORGANISER

- 10.1 The Honorary Coaching Organiser (HCO) shall arrange all coaching activities, demonstrations and courses in archery for the benefit of the Association on instruction from the Executive Committee.
- 10.2 The HCO will arrange attendance at regional and national coaching meetings and will keep the Association informed on coaching matters.
- 10.3 The HCO shall keep a register of all qualified coaches within the Association.
- 10.4 It is desirable that the HCO be an active qualified coach. In the event of no nomination being received, in respect of an active qualified coach at the annual general meeting, then nominations shall be accepted in respect of any other member of the Association. In these circumstances, the HCO will be advised by, and will advise, the Chief County Coach who shall be elected annually by the Executive Committee at the first Executive Committee meeting following the annual general meeting.
- 10.5 An account shall be opened in the name of the 'D.N.A.A Coaching Organisation'. Any two from the HCO, Chairman, Honorary Treasurer and the Honorary Secretary shall be authorised to sign cheques. This account is to be made available to the Honorary Treasurer and Auditors in order that the annual accounts may be prepared.
See Appendix 'H'.

11. HONORARY AUDITORS

- 11.1 The Association's annual accounts shall be audited by two auditors who shall be elected annually at the annual general meeting. They shall not be any of the officers stated in section 06.

12. SUBSCRIPTIONS

- 12.1 All members of the Association shall pay annually a subscription to the Association (see APPENDIX 'A') at rates to be determined, by simple majority, at the annual general meeting. In addition all members, other than honorary members, shall pay such affiliation fees as are required by G.N.A.S./A.G.B. and N.C.A.S.
- 12.2 All affiliation fees shall be paid to the Association by club cheque or by electronic transfer of funds drawn on a club account by agreement with the Associations Treasurer. The only exception is when the member is an individual that is an individual member of Archery GB (GNAS) and is required to have affiliation to the Association then a cheque or electronic fund transfer may be drawn on an account that is personal to that member.
- 12.3 The Membership Secretary shall administer the fees due to G.N.A.S./A.G.B. and N.C.A.S. using whatever affiliation method is in use at any time. On request advice will be given on the current levels of G.N.A.S./A.G.B. and N.C.A.S. fees and how to administer them.

13. FINANCE

- 13.1 All monies shall be banked in the name of the Association.

- 13.2 All expenditure must be approved by the Executive Committee. All payments shall be paid by cheque under the joint signatures of any two of: Chairman, Honorary Treasurer and Honorary Secretary.
- 13.3 A sum of petty cash may be allotted, by the Executive Committee, for the proper expenses of the Honorary Secretary who shall keep a petty cash account, which is subject to annual audit.

14. GENERAL MEETINGS

- 14.1 General meetings of the Association shall be convened not less than once yearly on dates to be decided by the Executive Committee. The Honorary Secretary shall give not less than 21 days notice of each general meeting with agenda to all individual members and to the secretary of each associated club, who shall in turn inform Association members.
- 14.2 The first general meeting held after the close of the Association's financial year on 31 March shall be the annual general meeting. A minimum of 20 senior members shall constitute the quorum at all general meetings.
- 14.3 Any notice of motion, amending the Constitution, may be made by the Executive Committee or by an affiliated club, seconded by another affiliated club. Motions by clubs must be submitted in writing to the Honorary Secretary at least 42 days before the date of the meeting, except for motions under section 15.
- 14.4 The agenda for the annual general meeting shall be:
 - 14.4.1 Apologies for absence.
 - 14.4.2 Minutes of the previous annual general meeting.
 - 14.4.3 Matters arising.
 - 14.4.4 Secretary's report.
 - 14.4.5 Treasurer's report and audited accounts.
 - 14.4.6 Election of officers:
 - (a) President. (if applicable)
 - (b) Chairman.
 - (c) Honorary Secretary.
 - (d) Honorary Treasurer.
 - (e) Honorary Records Officer.
 - (f) Honorary Coaching Organiser.
 - 14.4.7 Election of Auditors
 - 14.4.8 Subscriptions.
 - 14.4.9 Motions received (amending Constitution only).

15. EXTRA ORDINARY GENERAL MEETING

- 15.1 The Honorary Secretary shall convene a general meeting on the instructions of the Executive Committee or at the written request of the committees of not less than four associated clubs of the Association.
- 15.2 The meeting shall be held within 6 weeks of the date of the written request.
- 15.3 The object(s) of the meeting shall be stated clearly in the agenda for the meeting. No other business shall be transacted.
- 15.4 A notice convening the meeting, together with the agenda, shall be circulated to all officers of the Association, Individual Members and to each secretary of an associated club at least 21 days prior to the meeting.

- 15.5 A copy of the minutes of the meeting shall be circulated to the aforementioned persons before the date of the next Executive meeting, following the extraordinary general meeting.

16. VOTING

- 16.1 Voting at all general meetings of the Association shall be by show of hands of any senior members present. The Chairman of any meeting shall have second or casting vote. All questions shall be decided finally by vote. Members not voting shall be bound by the decision made at the meeting.

17. AMENDMENTS TO THE CONSTITUTION AND APPENDICES

- 17.1 Amendments to the constitution shall become effective only if passed by a two-thirds majority of senior members present, and voting, at any general meeting of the Association.
- 17.2 Amendments to the appendices may be made at a general committee meeting, subject to the required notice being given. (Indicated in 14.1)
- 17.3 Amended copies of the Association's Constitution shall be circulated to all clubs following any alteration. The date of adoption of the amended Constitution shall be shown at the bottom of each page.
- 17.4 The date of the amended Constitution and the section(s) changed shall be shown in:
"APPENDICES TO THE CONSTITUTION. CHANGE CONTROL LIST."

18. DISSOLUTION

- 18.1 If at any Executive Committee meeting of the Association a resolution be passed calling for the dissolution of the Association, the Honorary Secretary shall convene an extraordinary general meeting, as defined in 15, to vote upon the resolution.
- 18.2 If at that extraordinary general meeting the resolution is carried by at least two thirds majority of the eligible members present, the Executive Officers shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realise the assets of the Association and discharge all debts and liabilities of the Association.
- 18.3 After discharging all debts and liabilities of the Association the remaining assets shall not be paid or distributed amongst the eligible members of the Association.
- 18.4 The remaining assets shall be given or transferred to some other voluntary organisation having objects similar to the Association's.

List of Appendices:

Appendix 'A' County fees.

Appendix 'B' Detail for first meeting after A.G.M.

Appendix 'C' Obsolete.

Appendix 'D' Geographical Map of County.

Appendix 'E' Child & Vulnerable Adults Protection Policy

Appendix 'F' County Team Selection.

Appendix 'G' County Team Awards.

Appendix 'H' Roles of Elected Officers.

Appendix "A"

A.1. D.N.A.A. fees with effect from: 01.10.17.

- A.1.1. HONORARY: £ Nil
- A.1.2. DIRECT: £3.50
- A.1.3. ASSOCIATE: £3.50
- A.1.4. JUNIOR: no charge
- A.1.5. UNIVERSITY CLUBS: £30.00/club
- A.1.6. JUNIOR & SCHOOL CLUBS: no charge

Members will be informed of the current levels of fees due to G.N.A.S./A.G.B. and N.C.A.S. at the appropriate time.

Appendix "B" (for first meeting after A.G.M.)

B.1. At the first meeting of the Executive Committee after the annual general meeting the following matters will be placed on the agenda:

- B.1.1 Election of representatives to N.C.A.S.
- B.1.2. Election of a County Website Administrator.
- B.1.3. In the event of the Honorary Coaching Organiser not being a G.N.A.S./A.G.B. qualified Coach, the Executive Committee shall elect a Chief County Coach to advise the HCO.
- B.1.4. Election of a Judges' Registrar.
- B.1.5. Election of a Junior Organiser.
- B.1.6. Election of a Team Manager/Managers.

Appendix "C"

Amendments to Constitution: Appendix Obsolete. Change control list moved to head of this section

Appendix "D"



D.1.

Geographical map of the Association

D.N.A.A. is comprised of:

The counties of Northumberland and Durham the five Metropolitan Districts of Tyne and Wear and the five Unitary Districts of Tees Valley.

Appendix "E" Child & Vulnerable Adults Protection Policy.

E.1. The Association in conjunction with the Child & Vulnerable Adults Protection Officer (CAVPO) seeks to serve the needs of children and vulnerable adults by promoting their development through archery.

E.2 The Association recognises that it is the responsibility of any person acting on behalf of the Association, paid or unpaid, to prevent any physical, sexual or emotional abuse of children or vulnerable adults. Any such discovered or suspected abuse(s) shall be reported immediately to the CAVPO and the Executive Committee for appropriate action to be taken.

E.3. All club CAVPOs and their deputies shall have attended an appropriate course and received the necessary certificates. They shall have been vetted by the Criminal Records Bureau for the purpose of being registered as a responsible person.

Appendix "F" County Team Selection.

- F.1. All shooting members of the Durham and Northumberland Archery Association are eligible to apply to be considered to shoot as part of a County Team provided that they are a member of a D.N.A.A. associated club or an Individual Member of Archery GB, AND have affiliated to both the county (D.N.A.A) and regional associations (N.C.A.S)
- F.2. Prior to a County Team event an announcement will be made by the Team Manager on the Durham & Northumberland Web site and/or facebook, that archers may send scores for consideration to be a part of the following county team, including reserves. The completion of the form indicates also that the archer is willing and able to compete, if so selected, on and at the venue of the County match.
- F.3. On the form a minimum of two and a maximum of four, 12 dozen round scores from the following list may be input. These scores must be shot in the three months prior to the date of the county match.

For Gentlemen: York round and Gents WA1440 round.

For Ladies: York round, Hereford Round and Ladies and Gents WA1440 round

ONLY scores achieved at open/record status tournaments will be considered. Where a Single FITA is shot over one day it will be given precedence over a single FITA shot over two days. Scores submitted are those that the archer chooses providing that they fit the criteria detailed. Where a result is used and no confirmation can be produced by documentary evidence or a web based results list, the score will be accepted in good faith with the following notice. **An archer found to have falsified scores will be subject to an investigation that may result in a possible suspension from DNAA representation for one full year.**

- F.4. The County will recognise the following shoots. The 'The Five Counties shoot' and any other that the full committee deem worthwhile.
- F.5. Team make-up is as follows for the following shoots:

NATIONAL COUNTY TEAM EVENT

Teams will be chosen for bow styles listed below based on submissions:

Recurve; compound, longbow and barebow.

Each team will consist of three archers.

FIVE COUNTIES:

2 gents compound; 2 gents recurve;

2 ladies compound; 2 ladies recurve.

2 gents longbow; 2 ladies longbow

2 gents barebow; 2 ladies barebow.

If one of the first two in each category is unable to represent the county then a reserve will be asked to attend. All reserves will be non-travelling reserves.

- F.6. Selection will be made by the executive committee being comprised of three or four Officers plus the Team Manager, ideally but not exclusively of President, Chairman, Treasurer, Secretary and possibly the Records Officer. The HRO and Team Manager shall liaise fully in

the provision of scores for team selection.” The Executive committee will meet to select the squads as close to the tournament date as is possible for the Five Counties Events and any other County Team competition that the full committee think beneficial.

F.7. The Team Manager shall have the authority, should a team member not be able to participate, to select one of the reserve team members, and shall be responsible for contacting archers selected to shoot for the county.

F.8. Selection Process;

F8.1. Archer provides scores using on-line form after announcement is made that scores are required.

F8.2. Team Manager and HRO will collect incoming emails.

F8.3. At a date as close as practicably possible the Executive Committee will meet and the emailed scores will be examined.

F8.3.1. The highest score submitted by an archer will be converted to a handicap score and those with the lowest handicaps are selected in each category.

F8.3.2. Next: the Best lowest handicap of those scores put forward. NOTE: if more than the required number of archers for the coming event, or a tie, then the highest score within the handicap will be selected.

F8.3.3. If insufficient submissions are received then the list from the HRO collected scores will be used. The Executive Committee may use their discretion to co-opt members from the relevant bow style in order to field a “full Team”

F8.3.4. The team will be announced on the county web site and shall include a table of all scores submitted. This will remain in place for a period of four days to allow any query to be made and answered.

F8.3.5. After the expiration of the ‘period of grace’ the executive committee will ratify the team, including reserves, immediately.

F.9. Any County Medals and Date Bars will be presented on the day of the shoot in accordance with appendix “G”.

F.10. All team members are to promote DNAA by wearing approved garments bearing the DNAA colours and logos. Team members will be given the necessary garments bearing the DNAA logo, the date/year of the shoot and the category in which they have been selected. Approved garments include items that promote the County Team Sponsors. Individual member’s sponsorship is not approved by the County. Failure to comply with this aspect may result in a possible suspension from DNAA representation for one full year

F.11. To ensure that all DNAA members are aware of the process, criteria and protocol for the selection of county team squads the DNAA website will be updated with this information. All club secretaries will disseminate this information to their club members and inform the DNAA committee that this has been done.

Appendix “G”. County Team Awards.

G.1. The award to members of the Association who are selected, and shoot, for the County Team shall be a County Team Shield engraved "County Team".

G.2. County Shield and Date Bars will be awarded each year by the team manager, or some other county official, immediately before the start of the team shoot to those county members who are eligible for such an award. If this is not possible then the awards will be made at the outdoor or indoor championships.

G.3. Rules for the award of the County Team Shield

G.3.1. The member shall have shot for the County Team.

G.3.2. All archers who shoot for the County Team, whether their scores are included in the County Team score or not, shall be awarded a County Team Shield. Subject to any member being awarded only one Shield.

G.4 Rules for the award of the County Shield

G.4.1. The member shall have shot for the County Team to be awarded the Shield and Date Bar for the year in which the score was made.

G.4.2. All subsequent scores made by team members, whether their scores are included in the team score or not, shall be awarded a Date Bar for the year in which the score was made. Subject to any member being awarded only one Date Bar for any year.

G.4.3. All County Shield shall have a Date Bar indicating the year in which the member first qualified for the award.

Appendix 'H'.

DURHAM AND NORTHUMBERLAND ARCHERY ASSOCIATION

The Role of Elected Officers

Any senior member of any of DNAA, may seek election to the Officer Roles on the Committee at the AGM.

To assist in the understanding of the roles of the Elected Officers, the following is intended as a guide to the principal roles and responsibilities of the members of the County Committee. The description of each role is not intended to be exhaustive but embraces the essence of the role and by no means limits the role of the Officer.

PRESIDENT

The President is the figurehead of the County. He or she is usually nominated for election owing to their knowledge and experience in matters concerning archery, in the Region & Country.

The President offers advice to the committee that is drawn from Presidents knowledge and previous experiences.

The President is a member of the Executive Committee.

The President shall hold office for two years, be an ex-officio member of the General committee, and shall have voting powers, no individual shall hold the office for a consecutive period of more than six years.

The President should attend, in their Role as President, as many of the County Tournaments, hosted on the County's behalf by Clubs, over the 2 year period of Office, as possible.

CHAIRMAN

The Chairman is the head of the committee and controls the conduct of each committee meeting. During a debate, the Chairman will allow a balanced discussion but will control the debate by calling for a vote at the appropriate time if required.

Committee Meetings are controlled by a formal Agenda prepared by the Secretary in conjunction with the Chairman.

The Chairman is responsible for determining the direction and policies of the County that are to be debated during formal meetings and forming part of the Agenda for that Committee Meeting.

The Chairman is a member of the Executive Committee. The Chairman will be seen to represent DNAA within the wider Archery Community.

The Chairman will act as a signatory to the DNAA Bank Account(s).

The Chairman will oversee the disciplinary policy and be involved with any issues arising, either directly or indirectly.

SECRETARY

The Secretary is the primary contact for all correspondence with the Counties Archery Clubs, Region and Archery GB, together with any other source.

In conjunction with the Chairman, the Secretary prepares the Agenda for each committee meeting and notifies the committee members of scheduled meetings. During a committee meeting, the Secretary will take minutes of issues discussed and actions agreed. The minutes of each committee meeting are prepared by the Secretary, circulated to the committee members, direct members (if so required) and County Clubs, electronically.

The Secretary also prepares the Agenda for the Annual General Meeting (AGM) or any Emergency General Meeting (EGM) which may be called, and notifies all Club Secretaries of the AGM/EGM at least 28 days before the scheduled date, accompanying the notification and Agenda with a copy of the previous year's AGM. During an AGM/EGM, the Secretary will take minutes of issues discussed and actions agreed.

The Secretary is the only committee member who is formally recognised by Archery GB.

The Secretary will act as a signatory to the DNAA Bank Account(s).

The Secretary is a member of the Executive Committee.

The Secretary will record any general correspondence received and will either respond directly to enquiries or will forward them to the relevant persons.

The Secretary will have access to the Archery GB Sport 80 website.

The Secretary will keep, as far as is possible, accurate records of DNAA Clubs and their contacts. It should be noted that this is highly dependent on Club secretaries providing current information and should not require the DNAA Secretary to search for updates.

The Secretary shall be responsible for administration in relation to Team Selection, arranging sub-committees, updating the constitution, policies and procedures as and when required.

TREASURER

The Treasurer is responsible for the accounting and control of the financial affairs of the County. The Treasurer banks and records all monies received into the County's accounts, pays all debts and invoices accrued by the County by issuing cheques from the bank account or cash as appropriate.

The Treasurer will prepare, before each County Committee meeting, a financial summary of the County's accounts together with showing predicted income and expenditure for the coming months/year. The Treasurer should submit the report to the County Secretary, for circulation to the Committee or submit to the attendees at the next Committee Meeting.

The Treasurer will prepare a financial statement in April each year of the income and expenditure for the previous year to 31 March. This will include the amounts held in cash and in the various banks accounts held by the County.

The Treasurer will arrange for the Income and Expenditure Accounts with all receipts, Bank Accounts statements with all cheque books and paying in books to be passed across to the Approved Auditor in early April each year, for Validation of the Accounts to take place.

Auditors will be appointed at each AGM, the auditors shall, each year, Audit the Accounts and formally ask at the AGM that the Auditors be approved to Audit the Accounts for the following year.

The Annual Financial statement will be approved by the committee and submitted to the AGM for discussion and approval.

The Treasurer will act as a signatory to the DNAA Bank Account(s).

The Treasurer is a member of the Executive Committee.

The Treasurer will have access to the Archery GB Sport 80 website for County membership

The Treasurer will recommend to the committee in January/February any proposed changes to the annual membership fees for the following financial year, for committee recommendation to be made to the AGM for discussion and approval.

COUNTY COACHING OFFICER (CCO)

This role can only be held by a qualified coach.

The CCO will support the county, on all matters concerning the administration of the National Coaching Scheme, i.e. training course syllabus, organisation, staffing and examinations.

The CCO will maintain an up to date record of coach development courses in plan throughout the county. The CCO can then use their discretion to encourage or discourage further courses depending on demand and geographic spread.

The CCO will seek to organise any meetings for County coaching, senior and junior coaching days (as and when required).

Receive and process all County Coach renewals from within the county, in a timely manner and assisting the Regional Coaching Organiser if required. This will normally involve assisting on a renewal panel, and completing subsequent paperwork according to the documented Archery GB standard for

renewals. In addition, to support L1 or L2 renewals which are beyond their own qualification level, or where a disputed renewal requires arbitration.

The CCO will prepare, before each County Committee Meeting, a report on matters relating to their role which have taken place since the last Committee Meeting, or have relevance to the meeting, and submit the report to the County Secretary, for circulation to the Committee. Where the CCO has nothing to report, the Secretary should be informed of a "Nothing to Report".

RECORDS OFFICER

The role of the records officer is to be the point of contact for members in regards record claims and document scores shot for ratification of scores submitted for County Team inclusion.

Maintain the database of records and scores and update records section of the website.

Collect scores for DNAA members attending competitions.

Administer and actively promote County Records.

Distribute record certificates through Club Secretaries.

WEBMASTER

The Webmaster will manage the production and operation of the County Website. They will seek out an appropriate Web Site Hosting organisation and recommend this to the Committee. Where the site is already operational they will monitor the hosting of the site.

JUDGE SINGLE POINT OF CONTACT (SPOC)

This role may only be held by a qualified Judge.

Advise the DNAA Committee on all matters relating to Judges within the County.

To liaise with The JLO of the Region on Judging matters.

To keep all DNAA judges updated on Judge information, being issued from Archery GB, unless this has been done by the JLO.

Maintain a list of all active DNAA judges.

To assist Tournament Organisers, county and Clubs, with selecting and appointing judges for their shoots if required.

The SPOC will prepare, before each County Committee Meeting, a report on matters relating to their role which have taken place since the last Committee Meeting, or have relevance to the meeting, and submit the report to the County Secretary, for circulation to the Committee. Where the SPOC has nothing to report, the Secretary should be informed of a "Nothing to Report".

JUNIOR TEAM MANAGER

The junior team manager shall be present at team selection meetings and shall once the secretary has advised of the chosen team, correspond with the selected members' parents/guardians in relation to all aspects of the event.

The team manager shall attend the event and actively support all team members. The Junior Team Manager will answer any questions raised by parents leading up to and following the event.

A report will be prepared and submitted to the Committee following any event.

The team manager will be provided with expenses utilising the same policy as the team expenses.

SENIOR TEAM MANAGER

The senior team manager shall be present at team selection meetings and shall once the secretary has advised of the chosen team, correspond with the selected members in relation to all aspects of the event.

The team manager shall attend the event and actively support all team members. The Senior Team Manager will answer any questions raised leading up to and following the event.

A report will be prepared and submitted to the Committee following any event.

The team manager will be provided with expenses utilising the same policy as the team expenses.

SAFEGUARDING OFFICER & DEPUTY SAFEGUARDING OFFICER

These are elected Roles, and are appointed at each AGM.

The Safeguarding Officer or Deputy (one of) will prepare, before each County Committee Meeting, a report on matters relating to their role which have taken place since the last Committee Meeting, or have relevance to the meeting, and submit the report to the County Secretary, for circulation to the Committee. Where the Safeguarding Officer has nothing to report, the Secretary should be informed of a "Nothing to Report".

END OF CONSTITUTION.

APPENDICES TO THE CONSTITUTION:

CHANGE CONTROL LIST:

07.10.2021 Appendix F removal of reference to the Pentangle, amendment to the team make up for the National County Team and 5 Counties events. Introduction of appendix H.

21.5.2018 Section 01.01 to include payment of affiliation fees to DNAA and NCAS. Addition of request of changes to secretariat to be informed with full contact details.

Section 8.1 amended to add the word "Honorary"; Section 9.1 to add the words "Honorary Records Officer"; Section 12.2 amended to bring payment options up to date; Section 12.3 amended to read "Membership Secretary";

General changes throughout the document to add /A.G.B after G.N.A.S.

Amendment to the following Appendices : "A"; "B.1.6": "D.1" removal of the word compromised and replaced with "comprised"; "F.2" addition of the words "and/or facebook", "F.3" an "n" is removed; "F.5" the words "All reserves will be non-travelling reserves" is added; "F8.3.3"the words "The Executive Committee may use their discretion to co-opt members from the relevant bow style in order to field a "full Team"" have been added; "F.10" the words "Approved garments include

items that promote the County Team Sponsors. Individual member's sponsorship is not approved by the County. Failure to comply with this aspect may result in a possible suspension from DNAA representation for one full year" have been added; "G.1, 2, 3 and 4" mention of the cloth badge and medallion has been removed;

- 15.5.2017 amendment to appendix "A" university fees.
- 12.5.14 Change wording of 04.3.3 to link a definition of what constitutes a club to the G.N.A.S./A.G.B. definition.
- Move 09.1 to 09.3 and reword. Renumber remaining phrases.
- Move section 17 'COUNTY TEAM AWARDS' into appendices section as APPENDIX "G".
- Rename section 18 from AMENDMENTS TO THE CONSTITUTION to AMENDMENTS TO THE CONSTITUTION AND APPENDICES and renumber as section 17. Add new sub-section 17.2 and renumber remainder of section.
- Renumber section 19 as section 18.
- Mark appendix "C" as obsolete and insert contents as CHANGE CONTROL LIST.
- Change appendix sub-section titles from numeric to alpha system.
- Rewrite APPENDIX "F" for new selection process.
- Remove B.1.2. (Election of a selection sub-committee) and renumber remaining.
- 11.05.09 Clause 17.2 amended wording. APPENDIX 'B' amended title from PRO to website administrator. APPENDIX 'F' new addition on team selection. Provision of Team Manager.
- 14.05.07 Clauses 17.1, 17.4.1 and 17.4.3 amended.
- 05.06.06 Deleted clause 14.4.10. Clause 17.2 amended wording.
- 08.11.04 Clause 06.5. Extra sentence. Add APPENDIX 'E'.
- 01.07.01 Revised Constitution.