

COUNTY OF SURREY ARCHERY ASSOCIATION

CONSTITUTION

CONSTITUTION as revised by Sub-Committee in 2007 with any amendments resolved at Annual General Meeting 2008 and as finally adopted at that Meeting.

1. NAME

- a. The Association shall be called “The County of Surrey Archery Association”.
- b. The postal address of the Association shall be that of the Honorary Secretary in Office.

2. OBJECTS

As a County Association, recognised as such by the Grand National Archery Society (GNAS) and by the Southern Counties Archery (SCAS), its objects will be:

- a. To promote and encourage archery and the coaching of archery within the County of Surrey.
- b. To be responsible for the nomination of representatives to attend meetings of the SCAS Committee.
- c. The collection of affiliation fees due to the GNAS, to the SCAS and to the CSAA from the affiliated clubs in the County of Surrey.
- d. To pay the Hon. Treasurer of the SCAS those affiliation fees due to the GNAS and the SCAS.
- e. The organisation of the Surrey County Championships and such other meetings and competitions as may be desired from time to time.
- f. To select teams to represent the County at the Southern Counties Inter-Counties Team Championships, and at other Inter-County Tournaments.
- g. To regularly organise both Surrey squad coaching sessions, as well as coaching courses for Surrey archers, through a County Coaching Sub-committee.

3. MEMBERSHIP

a. Club Membership

All properly constituted Clubs in the County of Surrey which are affiliated to the GNAS and to the SCAS shall be eligible for membership.

b. Individual Membership

Any archer who is, or has been, a member of a duly affiliated Club in the County of Surrey or who is a Direct Member of the GNAS or of the SCAS, may apply for Individual Membership of this Association. The Individual Membership fees will be determined from time to time by the members at the AGM.

Individual members shall be entitled to receive the County News Sheet, notices and Minutes of the Annual General Meetings and certain special awards at the County Championships, together with any other privileges as may be determined by this Association from time to time.

c. **Honorary Vice-Presidents**

The Association may, at an AGM, elect as Honorary Vice-President, any person whom they wish to honour for services to archery in the County of Surrey. Such appointments shall normally be for life.

d. **Conduct**

All Members shall accept the jurisdiction of this Association, and shall conform to such conditions, GNAS/British Long-Bow Society (BL-BS) rules and shooting regulations as may be determined from time to time.

e. **Expulsion**

If, in the opinion of the County Association Committee and after consultation with GNAS, any club or member shall have been found guilty of conduct which makes it undesirable for that club or member to remain in membership of the Association, the Committee may expel that club or member from membership without being called upon to state the reason to any except the club or member concerned.

The decision of the Committee shall be final, subject to a GNAS appeal procedure.

4. FINANCE

a. The financial year shall run from January 1st to December 31st.

b. **County Affiliation Fees from Clubs**

The Members shall determine the amount of the Affiliation Fees at the AGM.

The Hon. Treasurer shall supply, on request from GNAS, the County Affiliation Fees and, from this information, GNAS generates the multi-copy forms that are sent to each club.

The County Affiliation Fees, together with the affiliation fees for the GNAS and the SCAS, shall be collected from the members by their respective club and paid to the Hon. Treasurer.

All these fees shall be collected and paid no later than the 1st September, except Schools, Colleges and Universities. (See paragraph (c) Special Affiliation Fees below)

The Hon. Treasurer or Hon. Secretary shall forward the GNAS and the SCAS affiliation fees to the Hon. Treasurer of SCAS by the second week of that month, so that the SCAS may process and forward the GNAS affiliation fees to the GNAS before 1st October.

c. **Special Affiliation Fees**

The members may determine special affiliation fees for Clubs attached to an approved educational establishment or an approved all-Junior Club at the AGM. Any properly constituted Club, the membership of which is restricted to permanently disabled archers, or to in-patients of hospitals and similar institutions, may be accepted into Honorary Membership of the Association at the discretion of the County Association Committee.

d. **County Affiliation Fees for New Clubs and New Members**

These County affiliation fees shall be paid with the GNAS and the SCAS affiliation fees.

e. **Assets**

i. All financial assets and property, as listed in the current inventory, of the Association, shall be vested in the Association.

ii. The necessity to take out insurance on these assets shall be considered at least annually by the committee, together with any requirement to acquire Third Party or Public Liability Insurance.

f. **Application of Assets**

The income and property of the Association, however derived, shall be applied solely towards the promotion of the objects of the Association. (See Paragraph 2 above)

g. **Annual Accounts**

A copy of the audited Annual Accounts of the Association for the past financial year shall be sent to each Club Secretary before the AGM.

The Annual Accounts, amongst other things, shall show in detail the income and expenditure of the Annual County Championships, all other competitions, meetings and coaching held by this association in that year.

h. **Signing of Cheques**

Cheques drawn on the Account of the Association up to £200 may be signed by the Honorary Treasurer.

Any TWO of the signatories listed below must sign all other cheques:

The President, the two elected Vice-Presidents, the Hon. Secretary, and the Hon. Treasurer.

The bank holding the Association's Funds shall be informed of this clause, and of any and all subsequent changes to those holding such offices.

i. **Auditors**

An Auditor, who shall not be a member of the Association Committee, shall be appointed at the AGM.

j. **Honoraria**

The members at the AGM shall determine any honoraria to any of the Officers.

5. **MANAGEMENT**

a. The general management of the Association shall be entrusted to a Committee.

b. The committee shall consist of the following Officers: The President, two Vice-Presidents, (one Lady and one Gentleman), the Hon. Secretary, the Hon. Treasurer, the Records Officer, Tournament Secretaries, the County Coaching Organiser, Child Protection Officer, the Postal League Organiser, Team Manager, Target Purchase Scheme Organiser, County Equipment Officer, the Public Relations Officer and three representatives to attend meetings of the SCAS Committee. Each affiliated Club has one vote at County Committee meetings. Any Surrey archer is welcome to attend these Committee meetings.

The posts of Assistant Team Manager and the various Tournament Organisers, as considered necessary, may be appointed by the Committee.

A quorum shall consist of NINE members.

c. **Terms of Office**

i. The President shall hold office for a term of THREE years and is eligible for re-election.

ii. The two Vice-Presidents shall hold office for a term of THREE years and shall be eligible for re-election. The elections for President and each Vice-President to take place in separate years.

iii. The remaining Officers, as listed in Clause 5.b., shall all hold office for ONE year and shall be eligible for re-election.

d. **Election of Officers**

i. All Officers of the County Association Committee, and members of the Selection Committee, will be nominated and elected at the Annual General Meeting.

ii. In the event of an office or vacancy occurring on either of these committees between Annual General Meetings, a person may be co-opted by the County Association Committee to fill that office or vacancy until the next Annual General Meeting.

iii The County Coaching Organiser must be a GNAS qualified coach.

iv *Nominations*

Nominations for all the Association's Officers shall be presented to the County Secretary at least FOUR weeks before the date of the AGM. Nominations shall be sent on the appropriate form, showing name of proposer, name of seconder and signed by the nominee.

e. **Standing Committees.**

i *The Executive Committee* shall consist of the President, the Hon. Secretary, the Hon Treasurer, and at least two of the Association's Officers remaining, but not including the Honorary Vice-Presidents.

FIVE members shall form a quorum.

ii *The Selection Committee* will select archers to represent the County at County or other team tournaments. The Committee shall consist of the County Records Officer, the Team Manager and FIVE other members, all five from different Clubs. The County Records Officer and Team Manager have no vote within this Committee. The Selection Committee, with the approval of the County Association Committee, may co-opt to fill a vacancy occurring between AGM's.

f. **Sub-Committees**

The County Association Committee shall have the power to form Sub-Committees as necessary, under stipulated terms of reference and to appoint members to serve on these Sub-Committees.

6. ANNUAL GENERAL MEETING

The County Association Committee shall fix the date and place of the AGM in February of each year.

The Notice of the Annual General Meeting of the County of Surrey Archery Association, the Annual Accounts and the Agenda, shall be sent to all members of the Committee and the Secretaries of all the affiliated clubs, at least THREE weeks before the meeting.

The secretaries of all the affiliated clubs shall make these documents available to all their members.

The Officers of the Committee shall submit, without fail, their Annual Reports in writing to the Hon. Secretary by 31st December prior to the February AGM.

Copies of these Annual Reports shall be sent to all affiliated Clubs, Association Officers and Individual Members at least THREE weeks before the meeting, and shall be made available at the Annual General Meeting.

The Minutes of the AGM shall be circulated within SIX weeks after the AGM.

The date and place of the AGM may be published on the Association's website.

A quorum at any AGM shall consist of FIFTEEN members.

7. EXTRA-ORDINARY GENERAL MEETING

Such meetings may be called by either:

i. The Executive Committee, or

- ii. At the written request of not less than THREE MEMBER CLUBS, who shall state their reason for calling such a meeting and who shall give the County Secretary SIX weeks written notice. The Hon. Secretary must give THREE weeks notice of such a meeting to all Officers, Affiliated Clubs and Individual Members.
- iii. Only motions notified on the Agenda may be discussed and voted on.

8. ALTERATIONS TO THE CONSTITUTION

These may only be made at the AGM or at an Extra-Ordinary General Meeting. Notification by a member of any proposal to make such an alteration must be made to the County Secretary SIX weeks before the meeting. The County Secretary must circulate such intention, together with details of it, THREE weeks before the meeting.

9. VOTING

- a. **Annual and Extra-Ordinary General Meetings**
Each member present may cast ONE VOTE.
- b. **Association Committee Meetings**
Each Association Officer and ONE representative from each affiliated Club may vote at all County Association Committee Meetings. Each may cast ONE vote per motion. Only those Officers and representatives present are entitled to vote.

10. GNAS AND SCAS CONSTITUTIONS

The County Association shall not take any action inconsistent with these Constitutions.

11. ANNUAL COUNTY CHAMPIONSHIPS, OTHER COUNTY TOURNAMENTS and POSTAL LEAGUES

- a. **Competitors**
Only archers who are members of a Club affiliated to the GNAS or to some other National Society affiliated to FITA or, in the case of Longbow two-way shoots, BL-BS members, may shoot at these meetings.
- b. **County Trophies**
Only archers paying their affiliation fees to the County Association may compete for the County Trophies, as distinct from Open or Visitors' Trophies. An archer, who is eligible for any County award, shall not be eligible for any Visitors' awards.
- c. **Club Teams**
Only archers eligible under Clause 11.b. may be members of Surrey Club Teams competing for County Team Trophies.
- d. **County Championships**
The County Association Committee shall fix the date, place, status and rounds, awards and other details of the County Championship with the advice of the Tournament Organiser. The organisation of The County Championships may be delegated to the Tournament Organiser.
- e. **Trophy Insurance**
The County Association shall adequately insure the County Trophies against all risks with an Insurance Company approved by the County Association.
- f. **Rules of Shooting**
All shooting organised by the County Association shall be conducted under the current GNAS FITA or BL-BS Rules of Shooting.

12. COUNTY TEAMS

a. Members

Members may only be archers eligible under Clause 11.b.

b. County Team Brooches

All archers shooting in the County Team selected by the County Selection Committee and who shoot at an event organised at National or Regional level shall be eligible to receive free-of-charge the County Team Brooch, or if already in possession of a brooch, the appropriate Date Bar.

Archers selected to shoot in other Team events shall receive the County "Surrey Team" flash.

13. DOCUMENTS

The Association's Officers and members of the Standing Committees shall receive a copy of the Minutes of all Association Committee Meetings and General Meetings.

All Officers of the Association shall be entitled to receive a copy of the Register of Surrey Clubs and any other documents that may be generally circulated to Clubs within the County.

14. DISSOLUTION

In the event of the County Association becoming defunct for any reason, the net worth of the assets of the Association shall be divided amongst those Clubs which are affiliated to the association at the time of such occurrence and in proportion to their affiliated membership. Indebtedness due to the Association, but not paid by any member of the Association, shall be brought to account before any distribution is made.

FEBRUARY 2008

The following Appendices are designed for guidance and may be amended, or enlarged from time to time.

APPENDIX A

Job Descriptions within the County of Surrey Archery Association

INTRODUCTION

These notes have been drawn up with the purpose of giving information to those who may be considering taking on any of the County's jobs.

They are intended to be used as a guide for those new to any job, but also as a reminder list for those who find that kind of thing useful.

This is by no means 'cast in stone' and should be updated whenever those doing the jobs find any additions or changes would be useful to themselves or their successors.

Some parts of the various jobs have been moved from within one role to another as different people have taken on the work over the past years and there is no reason why this dynamism should not continue by mutual consent. So if anyone wishes to take on less (or more) than anything that is described here for any job, please ask and see what can be arranged.

The most important question to be kept in mind is:

**“Is what I am doing, or planning to do, in the best interests
of the County and its members?”**

PRESIDENT

Attend and give structure to County Committee Meetings and Annual General Meetings, keeping discussions relevant, ensuring everyone has an opportunity to express their views, and summarising what has been said.

Ensure decisions are made, and that everyone knows what they are.

Take decisions when the need arises, in consultation with the other officers as appropriate.

VICE-PRESIDENTS

Act as a stand-in when President is absent.

Assist President as required with County duties.

Take chair of ad-hoc sub-committees when needed.

HON. SECRETARY

Record and distribute the minutes for the County Committee Meetings and the Annual General Meeting.

Send out Agenda at least three weeks prior to each meeting.

Maintain up-to-date lists of County Clubs, County Officers and County Tournaments, and distribute these once a year.

Distribute other information as and when required.

Answer incoming queries about archery in the county, usually names and telephone numbers of Club Secretaries.

Consult with other county officers as appropriate concerning any other matters arising from incoming correspondence.

Liaise with SCAS General Secretary, giving changes to names and addresses of our SCAS representatives and Club Secretaries. Also give details of County Championship winners for the SCAS Directory.

Keep records of secretarial expenditure.

Remind County Officers of their obligation to send in their annual reports before the year end in preparation for the AGM in February.

HON. TREASURER

Receive payment dues and pay presented bills.

Deposit cash and cheques at bank or building society and monitor state of accounts to ensure adequate balances.

Record all transactions, giving receipts where required.

Consult with other officers (such as tournament organisers) in order to keep track of all income and expenditure, ensuring an account is drawn up for each event.

Check continued relevance of insurance cover and pay premium.

Monitor and keep required stock of medals, badges, postal trophies etc.

Look after county tablecloth, gonfalon etc.

Deal with GNAS, SCAS and County affiliation fees, receiving payments from Clubs and forwarding as required to region.

Keep the County Committee advised on the balances of the accounts.

Arrange for audit at the year end.

Produce year's Income and Expenditure account and Asset and Liability sheet at AGM.

Generate annual budget and recommend level of county subscriptions at AGM.

TARGET PURCHASE SCHEME ORGANISER

Obtain quotes from supplier for probable quantities of targets.

Check requirements with Outdoor Target Tournament Organiser.

Send out letters to Surrey Clubs, explaining system and asking for orders with cheques.

Monitor progress with Tournament Organiser and County Treasurer.

Place order with supplier.

Organise collection of targets from supplier, transport and delivery to tournament venue.

Liaise with clubs for the collection of their targets at end of the County Outdoor Championships.

Report back to County Committee meeting.

CHAIRMAN of COUNTY SELECTION COMMITTEE

Arrange dates and venues for the County Selection Committee to meet at appropriate times for the Inter-County tournaments during the year. Currently a two-way friendly in May, a three-way friendly in July and the SCAS Junior and Senior team championships in August and September respectively.

Take all appropriate paperwork to the Selection Meeting in order to give the Committee sufficient information to select the archers for all required disciplines and teams. See Appendix B – Selection Process.

Advise Team Manager in writing of selected team and reserve archers.

Keep record of expenditure incurred with Selection Committee and submit to County Treasurer for re-imburement.

COUNTY RECORDS OFFICER

Check scores of individual archers, as submitted for County Records by Club Records Officers against existing records for the relevant round and amend and validate as necessary. These to be updated as required, but at least twice a year – once in July for the indoor records and once in January for the outdoor records.

Canvas Club Records Officers for records of archers for potential County Team selection.

Act as Chairman (non-voting) for the County Selection Committee. Being Records Officer brings the job holder into contact with archers that meet the criteria for team selection.

Receive from Team Manager copies of all Inter-County result sheets and details of County awards, County Brooches, Date Bars and County Flashes, to be awarded to archers at AGM. Invite archers to the AGM to receive their accolades. If they cannot be present, arrange for their award to be collected on their behalf or sent by post.

COUNTY EQUIPMENT OFFICER

Act as key-holder for access to stores containing equipment used by County for:

- Outdoor Target Championship equipment (no bosses)
- County Field Championship equipment

Maintain stock list of equipment.

Liaise with possible equipment users to arrange working parties for delivery, inspection, repair and maintenance of equipment.

Make arrangements with users for collection and return of equipment.

COUNTY COACHING ORGANISER

The renewal, withdrawal and suspension of Coaching Certificates shall be as laid down and governed by GNAS.

The County Coaching Organiser shall maintain a register of the coaches who operate within the County, together with their certificate validity, and this information shall form the basis of the Annual Report.

The County Coaching Organiser to form a Sub-committee in order to organise coaching courses for Surrey archers as well as Surrey squad coaching sessions. The County Coaching Organiser may also, from time to time, make other recommendations to the County Association Committee for advancing coaching activities, which may be of both a practical and financial nature.

POSTAL LEAGUE ORGANISER

(Organising of the County Winter Postal League).

Put together and distribute entry forms for the league.

Assemble the leagues from the entries and score estimates received.

Each month, analyse the scores received from the participating clubs, and put together and send back the results.

Report final results to County Committee.

Liaise with Treasurer about provision and presentation of awards.

PUBLIC RELATIONS OFFICER

Promote Archery in Surrey and promote the County of Surrey Archery Association.

Generate press releases and send to all interested parties.

Encourage clubs to keep in touch with Sports Editors of local newspapers and other media contacts.

Respond to media enquiries and/or leads.

CHILD PROTECTION OFFICER

Job description to be re-drafted, awaiting notification from GNAS

SCAS COUNCIL REPRESENTATIVES

Collect the views of the County and represent them at the meetings of the SCAS Council. (Usually four per year).

Keep the County informed of the actions of SCAS as they affect the County.

Liaise with other Surrey representatives to generate mutual understanding and support to promote Surrey's viewpoint within SCAS Council meetings.

Return to the County copies of minutes and all other relevant documents and notes taken during the SCAS Council meetings.

TEAM MANAGER

Liaise with County Records Officer to provide details of each inter-county tournament during the year.

Invite the archers selected to represent the County, ensuring their availability and provide them with the relevant details and maps. The reserves are to be told, in case one of the first selected team cannot shoot.

Maintain a record of all selected archers with GNAS numbers and dates of birth for junior archers. Check and agree that they are shooting within the right age-group and round to be shot.

Liaise with the Chairman of the Selection Committee once the final team has been named, by giving him/her a team list with all GNAS numbers and dates of birth for the junior team and the round they will be shooting.

Attend tournaments, getting to venue early in order to find all facilities and be there when team members arrive to inform them of arrangements.

Check arrival of team members against target list and advise organiser when all present.

As the day progresses, be available to team members and organiser to assist in sorting out whatever arises, in the best interests of the Surrey team.

During tournament collect Surrey archers' scores and calculate Team score to enable production of a progressive leader board and the final results.

Determine from the County Treasurer whether the County will be offering contributions towards traveling expenses.

Establish, when appropriate, which team members wish to take advantage of any contribution which the County may be offering towards traveling expenses. Pay expenses against archers' signatures and submit expense account to County Treasurer.

Organise 2 and 3-way friendly inter-county shoots when our County's turn comes round (i.e., every second or third year).

Report results back to County Committee.

Keep records of those representing the county each year for the purpose of presentation of county team brooches, bars and flashes.

TOURNAMENT ORGANISERS

This Job Description is a guide as well as an indication of the administration and logistics needed to run a tournament. It is not inclusive and the jobholders will import their own ideas.

Book venue as required for tournament date and also time for setting-up and clearing away.

Apply to GNAS for record status if required.

Invite dignitaries, Lady Paramount, judges and any other officials.

Review finances and check if changes required to entry fees.
Produce and distribute entry forms.
Advertise tournament in magazines.
Agree tournament details, such as date, place, round, awards etc. with the County Committee.
Plan laying-out of venue before tournament and clearing away afterwards.
Recruit volunteers for help with setting-up, work party on day, sorting out results and clearing away.
Arrange for first-aid cover to be available during shoot.
Arrange for refreshments and washroom facilities.
Invite trade stands if required.
Send out reminders for return of trophies.
Arrange provision of targets, faces and all equipment, including collection, preparation and return as required.
Obtain prizes, raffle prizes and medals with engraving as required.
Organise provision and preparation of score sheets with waterproof covers if required.
Receive entries, produce target list and send out if applicable.
Check state of any equipment kept by County Equipment Officer and arrange maintenance/repair as required.
Supervise layout of targets and all tournament equipment and direction signs.
Liaise with judges to check layout is satisfactory.
Arrange car parking with supervision as necessary.
Arrange booking-in for competitors with provision for last-minute changes to entry information for scoring and results.
Make a Photography/Video Register available to record details of those wishing to take any photographs or videos of archers at a tournament.
Call dignitaries, officials and archers to assembly, give welcome and make introductions and announcements, hand over to officials.
Arrange work party to cover expected jobs and emergency repairs during event.
Carry spare batteries for metal detectors if used.
Arrange sale of raffle tickets, if there is to be a raffle.
Arrange score collection sheets and leader board updating if required
Work out results at end of shooting.
Arrange drawing of raffle.
Arrange prize-giving and keep list of trophy recipients.
Arrange presentations to Judges and Lady Paramount.
Request information and re-imburse expenses and make gratuities as required and keep records to produce full account for Treasurer.
Fill out information required by judges.
Arrange for clearing up and return of all equipment.
Produce and send out result sheet.
Chase up any non-returned trophies.
Send results, record claims and judges' forms to GNAS.
Send results and thanks to all essential parties.
Produce reports on tournament for County Committee Meetings and for AGM.

FEBRUARY 2008

APPENDIX B

CSAA Selection Process.

This document describes the selection process used within the County of Surrey Archery Association to select archers to shoot as members of the County Team in matches against other counties.

The objective of the selection process is to produce for Surrey the best team of archers available within the County. All Surrey archers, i.e. those who affiliate to a Surrey Club, are eligible to shoot for the County. All efforts are made within the process to ensure it is fair, open and transparent.

Background

At present 4 matches are shot each year

1. 2-way friendly normally held in early May
2. 3-way friendly normally held in early July
3. SCAS Junior Inter-counties, normally held in late August
4. SCAS Senior Inter-counties, normally held in mid-September

Each match is normally shot as a York/Hereford/Bristol Round.

The relevant selection meeting is held 4 to 6 weeks before each match.

Archers are selected based on scores shot either at tournaments, club target days, or accompanied practice. Scores accepted for Senior Recurve, Senior Compound and Junior Recurve are scores for 12 dozen rounds shot outdoors, which include the longest distance (100 yds, or 90m for gents, 80 yds. or 70m for ladies, and the age-appropriate Bristol distances, or metric equivalents for Juniors). In the case of Longbow archers, scores are accepted for outdoor rounds of 8 dozen or more. This allows the results of the Surrey Spring and Autumn Longbow competitions, based on a Western round, to be included. Minimum of 3 scores to be submitted for consideration.

Scores must be submitted to the County Records Officer in advance of selection meetings.

Archers may submit their scores direct or via their Club Records Officer.

Archers should be encouraged to take responsibility for submitting their own scores.

Contact details for the County Records Officer can be found on the CSAA web site.

The County Records Officer also makes use of Tournament Result sheets of which he or she may have knowledge, together with information from Club Records Officers which should include any scores from winter rounds irrespective of length.

Currently scores are kept in a database, and held for up to 2 years.

Scores for York, Hereford and Bristol rounds are used as submitted.

Scores submitted for Metric Rounds are converted, using the GNAS handicap tables, to equivalent York, Hereford or Bristol scores.

All scores are then ranked in descending order to give each archer a ranking within each bow style. In the case of Longbow scores, all scores are converted to equivalent Western scores for ranking purposes.

Information for Archers:

Please take responsibility for submitting your own scores to the County Records Officer if you wish to be considered for the Surrey County Team. Scores, First Class and above, may be submitted by email, post, in person or by text message. All contact details for the Records Officer are available on the Surrey Archery web site.

If there are factors related to an archer's availability for shooting for a particular match, this should be communicated *directly to the County Records Officer* in advance of a selection meeting. Such factors may include: unavailability due to injury, being away or having a change of bow style for example.

Information for Club Records Officers:

Scores for 12 dozen outdoor rounds for 1st class scores and above can be submitted to the County Records Officer. Scores may be submitted by email or by post. All contact details for the Records Officer are available on the Surrey Archery web site. Note that archers may have already submitted their scores direct to the County Records Officer. There should be no objection to archers who wish to submit their scores direct. They are encouraged to do so in the interest of a fair and open selection process.

Selection Meeting Procedure.

A selection meeting is called when the Team manager informs the Records Officer (who is also Chairman of the Selection Committee) that there will be a match. All members of the Selection Committee are invited to attend, and normally the Team Manager is also invited as a non-voting member.

The Team manager informs the Records Officer of the date for the forthcoming match as well as the team requirements – number of Recurve archers, number of Compound archers, number of Longbow archers and number of Junior archers. There is usually a requirement for certain gender quotas on senior teams. Normally the gender quotas are not applied to junior teams. However, these team requirements are dictated by the organiser of the match and may vary from year to year, and from match to match. Requirements for Reserve team members are also communicated by the Team manager to the Records Officer in advance of the meeting.

At the meeting, the Committee members are informed of the team requirements and the date of the match.

Lists of archers' scores, which have been prepared by the Records Officer, are shown to the Committee members. The archers' scores are all presented in the same format to facilitate decision making.

Additionally, a ranking of archers is presented, which is based on the average of the three highest scores submitted by that archer.

The County Records Officer may additionally present to the Committee any information related to an archer's availability to shoot at a particular match. This information may have been received directly from an archer or a Club Records Officer, as set out in "Information for Archers" above.

Using this information the County team members and reserves are selected. Selection is based on an archer's ranking within the lists. However, if an archer has communicated any relevant factors which they wish to be taken into account, this may also be used.

After the Selection Meeting.

Once the teams and reserves have been selected, details are passed to the Team Manager who will write to the archers concerned, to inform them of their selection either as a team member or as a reserve. In due course the Team Manager will write with details of the match – date, venue, time etc. as well as any arrangements for team strip to which they may be entitled.

Other than the use of reserves from the list in selected order, no other archers may be selected after this point.

FEBRUARY 2008
