



Member Code of Conduct and Expectations

Malvern Archers Archery Club

“A Club not a Facility”

Purpose

Malvern Archers Archery Club is committed to providing a safe, welcoming, inclusive and enjoyable environment where members of all ages and abilities can participate in archery.

Every member contributes to the culture, safety and reputation of the Club.

Membership of the Club carries both privileges and responsibilities. By becoming a member, individuals agree to follow this Code of Conduct, the Club Constitution, Policies, and Safety Rules, and the rules and policies of Archery GB.

1. Respect for Others

Members are expected to:

- Treat all members, visitors, coaches, judges, volunteers and spectators with courtesy and respect
- Welcome new members to the club and encourage participation.
- Respect differences in age, ability, experience, background and opinion.
- Never engage in bullying, intimidation, discrimination, harassment or victimisation
- Accept the decisions of coaches, judges, range officials, tournament officials and committee members respectfully.

2. Safety

Archery is a sport where safety is everyone's responsibility.

Members must:

- Follow the Archery GB Rules of Shooting and all Club Safety Rules
- Always obey the instructions of the Field Captain, Tournament Organiser or other appointed Range Officer
- Never shoot unless the range has been declared safe



- Never retrieve arrows until instructed to do so
- Ensure their equipment is safe and fit for use
- Immediately report damaged or unsafe equipment
- Wear suitable clothing and footwear for shooting
- Wear appropriate personal protective equipment
- Report any accident, injury or near miss to a committee member as soon as possible

Members must never act in a manner that places themselves or others at risk.

3. Good Sportsmanship

Members are expected to:

- Act and compete fairly and with honesty
 - Encourage fellow archers regardless of ability
 - Respect opponents and officials
 - Celebrate success modestly and accept disappointment graciously
 - Help maintain the friendly atmosphere of the Club
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4. Looking After Equipment and Facilities

Members should:

- Respect club equipment and only use it appropriately
- Return borrowed or hired equipment promptly
- Help maintain the range, targets bosses and keep the sheds tidy
- Dispose of litter responsibly
- Report any damage to club property
- Follow any requirements for the security of club equipment and range access

Members using the club's beginner equipment should follow the instructions of coaches before making any changes.

5. Attendance and Participation

Members should:

- Attend sessions/competitions punctually



- Always use the provided booking in/signing in facilities to show attendance at the range
- Inform the organiser if unable to attend a booked coaching session or competition
- Where reasonably able, assist with setting up the range
- Where reasonably able, assist with resetting bosses, putting away targets and equipment before leaving the range
- Support club activities whenever possible

As a volunteer-run club, everyone's contribution helps the Club thrive.

6. Coaching

The Club is committed to providing a safe, supportive and enjoyable coaching environment that enables members to develop their archery skills within their own capability and at their own pace.

Members Receiving Coaching

Members are expected to:

- Arrive on time and prepared for booked coaching sessions
- Listen carefully to coaches and follow instructions promptly, particularly where safety is concerned
- Ask questions if they are unsure about any aspect of the coaching or equipment
- Treat coaches and fellow participants with courtesy and respect
- Practice safely and only undertake exercises authorised by the coach
- Inform the coach of any injury, medical condition or concern that may affect participation.
- Accept feedback positively and recognise that improvement requires time, patience and purposeful practice.

Coaches

All coaches:

- Hold appropriate Archery GB coaching license required for the activities they undertake.
- Maintain current safeguarding training and any other training required by Archery GB.
- Lead by example, demonstrating professionalism, fairness and respect.
- Prioritise the safety, welfare and wellbeing of participants above performance or competition results.



- Deliver coaching that is inclusive, appropriate to the ability of participants and consistent with Archery GB coaching principles.

All non-coach members informally providing coaching advice.

- Respect any formal coaching relationships and arrangements that already may be in place with the archer.
- Always only offer advice that is within your expertise.
- Treat all members equally, without favouritism or discrimination.
- Encourage participants to develop confidence, independence and good sportsmanship.
- Respect the dignity, privacy and personal boundaries of all participants.
- Never use inappropriate language, behaviour or physical contact
- Report any safeguarding concern immediately in accordance with the Club Safeguarding Policy

Coaching and Advising Children and Young People

When coaching children and young people, coaches and volunteers must:

- Always Work within the Club's safeguarding procedures
- Ensure that parents or guardians know when and where coaching sessions are taking place and their responsibilities at the range.
- Avoid situations where they are alone with a child unless exceptional circumstances make this unavoidable and appropriate safeguarding measures are in place and in line with club policy
- Use positive encouragement rather than criticism or humiliation
- Ensure that any physical contact is only used when necessary for safety or teaching, is explained beforehand, appropriate to the activity, and undertaken in accordance with safeguarding guidance

7. Safeguarding Children and Adults at Risk

The Club is committed to safeguarding children, young people and adults at risk.

Members must:

- Help create a safe and welcoming environment
- Respect personal boundaries
- Avoid behaviour that could be interpreted as inappropriate
- Report any safeguarding concern immediately to the Club Welfare Officer or another committee member



- Co-operate fully with safeguarding procedures

Members must never:

- Engage in abusive, neglectful, grooming or exploitative behaviour
- Communicate inappropriately with junior members
- Take responsibility for transporting junior members unless this has been agreed in accordance with club safeguarding procedures
- Be alone with a child in a secluded environment unless there is an exceptional and legitimate reason

The welfare of children and adults at risk always takes precedence over sporting achievement.

8. Photography and Social Media

Members should respect the privacy of others.

Members must:

- Obtain permission before photographing or filming individuals where required by Club policy
 - Never publish images of children or adults at risk without appropriate consent
 - Use social media responsibly
 - Not post material that could damage another person's reputation or bring the Club into disrepute
 - Respect confidentiality when discussing Club matters online
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9. Equality, Diversity and Inclusion

The Club welcomes everyone who wishes to participate in archery.

Members will:

- Treat everyone fairly
- Support an inclusive environment
- Challenge discriminatory behaviour where appropriate
- Respect the dignity of every individual

Discrimination, harassment or victimisation will not be tolerated.



10. Alcohol, Drugs and Smoking

Members must not:

- Shoot while under the influence of alcohol or illegal drugs
- Consume alcohol before or during shooting activities
- Vape or smoke in prohibited areas or where it presents a nuisance or safety risk

Members taking prescribed medication that may affect safe participation should seek appropriate advice before shooting.

11. Club Reputation

Members represent the Club whenever they attend competitions, coaching events or public activities.

Members should:

- Behave courteously
 - Wear club clothing appropriately where applicable
 - Support fellow club members
 - Promote a positive image of the Club and the sport of archery
 - Not act in any way that might damage the club reputation
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12. Volunteers

The Club depends entirely upon the good will of volunteers; it has no paid employees.

Members are expected make reasonable efforts to:

- Assist with club events such as beginners' courses, club competitions
 - Help maintain the range and equipment.
 - Support tournaments.
 - Assist with fundraising.
 - Consider serving on the Committee or volunteering in other non-committee key roles.
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13. Financial Responsibilities

Members are expected to:

- Adhere to any club hire or loan agreements and pay money due promptly
 - Pay membership subscriptions and shooting fees promptly
 - Inform the Treasurer confidentially if financial difficulties arise and payment arrangements may be needed
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14. Reporting Concerns

Members should report concerns relating to:

- Safety
- Safeguarding
- Harassment
- Bullying
- Discrimination
- Poor conduct
- Damage to equipment
- Breaches of Club Rules

Reports should be made to, where appropriate, the Membership Secretary, Club Welfare/Safeguarding Officer, or other Committee Members as soon as reasonably possible.

No member will be disadvantaged for raising a genuine concern in good faith.

15. Disciplinary Action

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Club Constitution and Disciplinary Procedures.

Depending upon the seriousness of the matter, action may include:

- Informal discussion
- Verbal warning
- Written warning
- Temporary suspension
- Removal from coaching activities
- Suspension of shooting privileges
- Termination of membership



Where safeguarding concerns arise, the Club will follow its Safeguarding Policy and, where appropriate, the procedures of Archery GB and the relevant statutory authorities.
