



# **Grand Western Archery Society**

## **Terms of Reference**

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# County Representatives

## Introduction

In accordance with the *Grand Western Archery Society (GWAS)* constitution two *County Representatives* are elected each year, by the four *Grand Western* county associations, to sit on the *Grand Western Council (Council)*.

Each county association is tasked with announcing the names of their representatives at the *GWAS AGM*.

At a *Council* meeting each county has two votes one per representative, if only one representative attends they can cast their partners vote, but if neither attends the county has no vote that day.

Each county representative is responsible to their county association for the following duties.

## Duties:

1. Bring to the *Council* the opinions and decisions of the county on the matters identified on the published agenda.
2. To bring to *Council* the results of actions requested by council on the county.
3. To bring to *Council* matters that the county wish the *Council* to discuss or require the assistance of council to resolve.
4. To take back to their county the results of the council meeting.
5. To take back to their county the actions requested by *Council*.

## **Election of County Representatives.**

Each *GWAS* County Association has agreed to:

- a) Elect two representatives to the *Grand Western Council*.
- b) Cover the costs of their attendance at the *Grand Western Council* meetings
- c) Inform the *GWAS* secretary at the *Annual General Meeting* who their representative will be for the following year. This is to ensure that the *GWAS* secretary has an address to send all the relevant documentation to.

If a representative cannot attend a council meeting it is the responsibility of the county association to send a substitute and provide them with the relevant information and documentation based on the published council agenda.

## **Voting at Council Meetings**

At a Council meeting each county has two votes one per representative, if only one representative attends they can cast their partners vote, but if neither attends the county has no vote that day.

Counties can send substitutes, on prior notification to the *GWAS* Secretary.

# President

The Grand Western President is an officer of the Grand Western Council, elected each year at the GWAS AGM by the membership.

At Council Meetings the President can be asked for their advice or opinions, but does not have a vote on council matters.

The President is responsible to the GWAS Membership for the following duties:-

## **Duties:**

1. Be an independent non-voting member of the Grand Western Archery Society Regional Council.
2. When requested by the Grand Western Archery Society's Regional Council represent the Grand Western Archery Society at events and meetings.
3. Attend as many as possible of the following Grand Western Archery Society events:
  - a. Dunster Archery Week
  - b. Junior Championships
  - c. Clout Championships
  - d. Field Championships
  - e. Junior Inter-Counties
  - f. Senior Inter-Counties
  - g. Indoor Championships
4. Give the welcoming address at the Dunster Archery Week.
5. Give the opening and closing address at the Dunster Archery Week presentations.
6. Chair the election of the Chairman of the GWAS Council at the Grand Western Archery Society Annual General Meeting.

# Chairman

The Grand Western Chairman is an Executive Officer of the Grand Western Council, elected at the GWAS AGM by the membership for a maximum period of three years.

The Chairman is responsible to the membership for the following duties:-

## Duties

1. Leadership of the GWAS Council.
2. Have the authority of the Council to act between meetings on their behalf in consultation with the other Executive Officers and in accordance with the Constitution and Standing Orders.
3. Prepare in consultation with the Executive Officers the Agenda for all Council Meetings.
4. Chair all Council and General meetings, ensuring sufficient time is allowed for discussion and encourage all attendees to contribute
5. Approve the draft minutes before circulation to the Council members.
6. Representing the GWAS within the Archery community and where necessary in a UK wide multi-sport environment,
7. Responsibility to oversee any grievance issues; whistle blowing policy breaches; disciplinary breaches.
8. To appoint as required a disciplinary committee following the GWAS guidelines in force at the time of any allegation.
9. Be appointed as a signatory on all of the Society's Bank Accounts according to the Mandate and authorisation of the Council.

# Secretary

The Grand Western Secretary is an Executive Officer of the Grand Western Council, elected each year at the GWAS AGM by the membership.

The Secretary is responsible to the Membership for the following duties:-

## Duties

The Grand Western Archery Society Secretary is responsible for the following duties:

1. Be the recognised focal point for all communications into the Society.
2. Along with the Chairman is the Society's official communicator for all letters and documents issued by the Society.
3. Be responsible for arranging the regular Council meetings the General Meetings, and any other special meetings.
4. Be the official minute taker at the Council Meetings, and any General Meetings.
5. Be responsible for the collation, editing and publishing of the regional data in the Annual Diary of Events and Directory.

### **Communications Focal Point**

The Secretary should keep a record of all communications to the Society, advising the Chairman and any appropriate Society officers as necessary.

All communications should be part of the Secretary's report at Council meetings.

### **GWAS Official Communicator**

The Secretary is responsible for issuing all communication on behalf of the Society.

Note: some officers of the Society are allowed to issue GWAS communications when carrying out their GWAS Council approved tasks .

### **Council Meetings and AGM/EGM**

The Secretary is responsible for booking the venue and issuing the agenda/calling notice for all GWAS Council meetings and AGM/EGMs

Note:-

Council meeting agendas/calling notices go to all GWAS Officers and County Reps.

AGM/EGM agenda/calling notices go to all GWAS Officers and all the clubs in the region.

Where possible the Secretary should co-ordinate any coaching meetings that occur on the morning of the Council meetings.

Current Council Meeting and AGM venue - West Buckland Village Hall

### **Minutes for Meetings**

The GWAS Secretary is responsible for writing the minutes for all GWAS Council Meetings, AGMs and EGMs

These minutes are then distributed to all GWAS Officers and County Reps for Council Meetings and all the Region's clubs and GWAS Officers and County Reps for AGMs/EGMs

### **Diary of Events and Directory**

The GWAS Diary of Events is published each year in January. The GWAS Tournament Organiser will provide data for Regional Events and County Secretaries are to provide the data for any events in their respective counties.

Note: you will need to chase the County Secretaries.

The GWAS Directory is a booklet containing the details of The Officers of the Society, The Officers of each County Association, and the details about every Club and Club Secretary in the Region.

Note: gathering the information is the responsibility of County Secretaries.

# Protection Officer

The Grand Western Protection Officer is a specialist officer of the Grand Western Council, elected each year at the GWAS AGM by the membership.

The Protection Officer is responsible to the Regional Secretary for the following duties:-

## Duties:

1. Keep the GWAS; council, counties and clubs aware of the requirements placed upon them by parliament to protect children and vulnerable adults whilst they are participating in the sport of archery and all its supporting activities in GWAS affiliated clubs and organisations.
2. Provide advice, when requested on:-
  - a. How to comply with the acts.
  - b. Suitable training for club and county members involved with children and vulnerable adults.
  - c. What to do if an incident is reported.
3. Liaise with ArcheryGB and social services on any matters concerning the protection of children and vulnerable adults.
4. Prepare reports to the GWAS Secretary on:-
  - a. Changes to any child protection requirements.
  - b. Child protection incidents within the region.
  - c. Concerns over child protection activities within the region.
5. Attend the GWAS Council Meeting when requested by the Secretary.

# English Archery Federation Representative's

The Grand Western EAF Representative is a specialist officer of the Grand Western Council, elected each year at the GWAS AGM by the membership.

The EAF representative is responsible to the Regional Secretary for the following duties:-

## **Duties:**

1. Be the Grand Western Councils adviser for all matters concerning the English Archery Federation.
2. Represent the Grand Western Archery Society at E.A.F. meetings.
3. Provide the GWAS council with reports on the E.A.F. organisation and its activities.
4. Attend the GWAS Council Meeting when requested by the Secretary.

# Archivist and Librarian

The Grand Western Archivist & Librarian is a specialist officer of the Grand Western Council, elected each year at the GWAS AGM by the membership.

The Archivist & Librarian is responsible to the Regional Secretary for the following duties:-

## **Duties:**

1. Keep and catalogue any records of the societies activities supplied to the archivist by members of the society.
2. Maintain and catalogue the Grand Western Archery Societies Library of books and documents.
3. Provide member's with access to the Grand Western Archery Society Library and Records.
4. Advise the Secretary of any repairs and purchases that they think are required to improve the societies books/documents and records.
5. Attend the GWAS Council Meeting when requested by the Secretary.

# Web Master

The Grand Western Web Master is a specialist officer of the Grand Western Council, elected each year at the GWAS AGM by the membership.

The Web master is responsible to the Regional Secretary for the following duties:-

## Duties:

1. Manage the licensing and domain of the "Grand Western" Web Site.
2. Maintain the "Grand Western" Web Site.
3. Update the "Grand Western" Web Site with information provided by officers of the council.
4. Update the "Grand Western" Web Site with competition dates, entry forms, target lists and results lists provided by clubs/counties who affiliate to the society.
5. Advise the Secretary of any updates or improvements that are required to the web site.
6. Attend the GWAS Council Meeting when requested by the Secretary.

# Treasurer's

The Grand Western Treasurer is an Executive Officer of the Grand Western Council, elected each year at the *GWAS AGM* by the membership.

The Treasurer is responsible to the Membership for the following duties:-

## **Duties**

1. To maintain the financial records for the Region.
2. To maintain bank accounts and liaise with bank/building society regarding the Region's finances as required.
3. To ensure all disbursements are made in a timely manner.
4. To ensure that insurance policies, leasing/rental agreements etc. are kept up-to-date.
5. To oversee the income and expenditure, ensuring a watchful eye is kept on overheads.
6. To receive fees/renewal fees for new/existing members from the Affiliation Secretary.
7. To receive entry fees from Tournament Organisers for the various Regional Competitions.
8. To make payments as required by the Tournament Organisers for the various Regional Championships.
9. To pass fees to AGB, EAF other bodies as appropriate.
10. To prepare a financial report for each committee meeting.
11. To prepare year end accounts and present at the *AGM*.
12. To review annual affiliation fees.
13. Liaise with the other Executive Officers in accordance with the Constitution and Standing Orders.

# Affiliations Secretary's

The Grand Western Affiliations Secretary is a specialist officer of the Grand Western Council, elected each year at the GWAS AGM by the membership.

The Affiliations Secretary is responsible to the Regional Treasurer for the following duties:-

## Duties:

1. To deal with all matters relating to members affiliating to the Region:
  - a. To collect monies from the Clubs/Counties, check the amounts are correct and pass them on to the Regional Treasurer.
  - b. To keep figures relating to Affiliations with regard to type of member (Senior, Junior, Disabled, University, Junior Club, etc.) and monies received.
  - c. Be the Regional focus point for queries regarding affiliations.
2. Produce figures showing the state of the region's membership at the end of the preceding September for distribution at the Annual General Meeting.
3. Attend the GWAS Council Meeting when requested by the Treasurer.

# Tournament Organiser's

The Grand Western Tournament Organiser is a specialist member of the Grand Western Council, elected each year at the GWAS AGM by the membership.

The Tournament Organiser is responsible to the Regional Chairman for the following duties:-

## Duties:

1. Be the Grand Western Councils spokesman and co-ordinator for all the Grand Western Competition Tournament Organisers:
  - a. Dunster Archery Week
  - b. Junior Championships
  - c. Clout Championships
  - d. Field Championships
  - e. Junior Inter-Counties
  - f. Senior Inter-Counties
  - g. Indoor Championships
2. Be the Tournament Organiser for the "Dunster Archery Week".
3. Be the Grand Western Councils spokesman for the GWAS Equipment Officer.
4. Be responsible to the GWAS Treasurer and the GWAS Council for all expenditures on the GWAS tournaments.
5. Be the custodian of Grand Western Medals and Prizes.
6. Bid for and manage GWAS; Tournaments, Equipment, Trophy and Medal budgets.

# Field Archery Representative's

The Grand Western Field Representative is a specialist officer of the Grand Western Council, elected each year at the GWAS AGM by the membership.

The Field Representative is responsible to the Regional Tournament Organiser for the following duties:-

## **Duties:**

1. Promote the participation of field archery throughout the region.
2. Assist clubs in setting up field archery facilities within the region.
3. Establish and maintain the Grand Western Archery Society field archery Championships.
4. Attend the GWAS Council Meeting when requested by the Tournament Organiser.

# Equipment Officer

The Grand Western Equipment Officer is a specialist officer of the Grand Western Council, elected each year at the GWAS AGM by the membership.

The Equipment Officer is responsible to the Regional Tournament Organiser for the following duties:-

## **Duties:**

1. Maintain an inventory of the society's shooting equipment, and its suitability for use.
2. Advise the Tournament Organiser of any requirements for:
  - a. New equipment.
  - b. Replacement of equipment.
  - c. The need to repair existing equipment.
3. Provide access to authorised personnel to the equipment store.
4. Control the issue and return of the equipment too and from the store.
5. Attend the GWAS Council Meeting when requested by the Tournament Organiser.

# Junior Representative's

The *Grand Western Junior Representative* is a specialist member of the *Grand Western Council*, elected each year at the *GWAS AGM* by the membership.

The *Junior Representative* is responsible to the *Regional Chairman* for the following duties:-

## **Duties:**

1. Be the *Grand Western Councils* adviser for all matters concerning junior archery in the region.
2. Liaise with the regions county junior representatives.
3. Liaise with the *ArcheryGB Junior Committee*.
4. Provide the *GWAS* council with reports on junior's needs and activities within the region.
5. Ensuring the annual *Regional Junior Championships* and *Junior Inter-counties Tournaments* are coordinated and organised, liaising with the *GWAS Tournament Organiser* as required.

# Regional Coaching Organiser's

The *GWAS* Regional Coaching Organiser (RCO) is primarily responsible to the Grand Western Council, but also has a secondary responsibility to the ArcheryGB Coaching Committee.

The position of RCO is nominated by the coaches in the Grand Western Regional and appointed by the Grand Western Archery Society (*GWAS*) at their Annual General Meeting. Normally the RCO should be a qualified archery coach.

*GWAS* reserve the right to appoint their own RCO if they feel the nominee is not suitable to carry out the RCO duties.

## **Duties:**

1. In conjunction with the counties *CCO*'s prepare the annual coaching plan and budget.
2. Managing the *GWAS* coaching plan and budget.
3. Preparation of coaching reports for *GWAS* Council.
4. Provision of support to the *GWAS* *CCO*'s
5. Liaison with the ArcheryGB Coaching Committee.
6. Manage the *GWAS* Coach Renewal panel for coaches within the region.

### **Preparation of the annual GWAS coaching budget.**

The Regional Coaching Organiser will:-

1. In consultation with the regions CCO's identify the need and projected cost for coach training courses, coaching clinics and squad training for all four counties.
2. In conjunction with the regions CCO's identify and confirm sources of external funding for the above activities.
3. Identify the "lead coach" or project manager for each activity.
4. Prepare an annual costed plan for all activities and submit it to the GWAS council for approval at the January meeting.

### **Management of the GWAS coaching budget.**

Once the GWAS Coaching Budget has Council approval the RCO will:-

1. Issue the Coaching Plan to the GWAS Council, all the regions CCO's, identified lead coaches and project managers.
2. Liaise with the lead coach or project manager for each approved activity to ensure that each activity is being run correctly and within budget.
3. Any divergence from the plan must get approval by GWAS Councils executive, prior to the divergence.

### **Preparation of coaching reports for GWAS Council.**

1. The Regional Coaching Organiser will prepare a report for each council meeting and the CCO's based on the approved coaching plan.
2. Advise the GWAS Council of the plans and intentions of the National Coaching Committee.

### **Provision of support to the GWAS CCO's**

The RCO will, where possible, provide advice and assistance to the CCO's in the planning and prosecution of county coaching activities.

### **Liaison with the ArcheryGB and the National Coaching Committee.**

The RCO will act as the regional focal point for all matters concerning the National Coaching Committee by:-

1. Keeping the GWAS Council and the CCO's informed of the National Coaching Committee's plans and policies.
2. Inform the National Coaching Committee of the GWAS Councils opinions on the National Coaching Committee's plans and policies.
3. Seek funding from the National Coaching Committee and ArcheryGB for GWAS coaching activities.

### **Manage the GWAS Coach Renewal panel for coaches within the region.**

Keep an up to date register of coaches within the region to enable:

1. The regional coach training programme.
2. The coach renewals programme.

# Judge Liaison Officer

The Grand Western Judge Liaison officer is an officer of the Grand Western Council, elected each year at the GWAS Judges Conference by the regions judges.

The Judge Liaison Officer is responsible to the Regional Chairman for the following duties:-

## Duties

1. Be the Grand Western Councils adviser for all matters concerning judging in the region.
2. Liaise with the regions county judge's representatives.
3. Liaise with the ArcheryGB Judges Committee.
4. The dissemination of judging information to all GWAS Judges.
5. Maintain a list of all of the active judges affiliated to the region.
6. Advise tournament organisers in the region of suitable judges for their events.
7. Organising the training and examinations of GWAS Judges.
8. Organising the annual Judges Conference.
9. Prepare and Manage the Judging Budget.

**Be the Grand Western Councils adviser for all matters concerning judging in the region.**

Prepare reports to the GWAS Council on all matters concerning Judging in the GWAS region.

**Liaise with the regions county judge's representatives.**

**Liaise with the ArcheryGB Judges Committee.**

Notify Chairman of Judges of your appointment.

Attend all Judges meetings where JLO's are invited.

Advise Chairman of Judges of GWAS judging problems/requirements.

Take Judges Committee requests/enquiries to GWAS Judges Committee and GWAS Council.

The dissemination of judging information to all GWAS Judges.

Maintain a list of all of the active judges affiliated to the region.

Advise tournament organisers in the region of suitable judges for their events.

Organising the training and examinations of GWAS Judges.

Organising the annual Judges Conference.

Prepare and Manage the Judging Budget.