Cloth of Gold

Field Archery Club

CONSTITUTION

1. Name

The name of the club shall be CLOTH OF GOLD. The club is affiliated to the National Field Archery Society (NFAS)

2. Aims and objectives of Cloth of Gold

- To promote the sport of field archery for all styles, abilities and ages.
- To promote and ensure safeguarding to all young and vulnerable people attending the club. (See Appendix 4)
- To ensure a duty of care to all members of the club.
- To foster the spirit of goodwill, fellowship and sportsmanship among archers.
- To ensure that all present and future club members receive fair and equal treatment.
- To offer coaching for the safe use of all forms of archery and the equipment.

3. Membership

Membership shall consist of officers and members of the club.

All members of the club will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted and the policies and rules of the NFAS.

Members maybe enrolled with the NFAS in one of the following categories.

- Full membership
- Provisional membership
- Associate membership
- Family membership

4. Membership fees – Cloth of Gold

Membership fees will be set annually and determined at the Annual General Meeting (AGM). Fees will be paid by annual subscription.

5. Officers of the club

The officers of the club will be:

- Chairperson
- Secretary
- Treasurer
- Woods Safety Officers (up to 3)
- Safeguarding Officer
- Course Officers (up to 4)
- Coach

Officers will be elected annually for the term of one year at the AGM. All officers will retire each year but will be eligible for re-election. The club committee has the right to co-opt a member to fill a vacancy until the next AGM.

6. Committee

The club will be managed by the Committee, consisting of: Chairperson, Secretary and Treasurer. Only these posts will have the right to vote at meetings of the Committee.

The Committee will be convened by the Secretary of the club and general meetings held as considered necessary, which will be open to all the membership unless the Committee deem the meeting to be held 'in camera'. The quorum for business to be agreed at Committee meetings will be three. The quorum for all General Meetings (including the Annual General Meeting) shall be **ten percent of the** members, one of whom must be an executive Committee member and any one other officer of the club.

The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.

The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 31 January each year. An audited statement of annual accounts will be presented by the Treasurer at the AGM.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

8. Annual General Meetings

Notice of the AGM will be given by the Club Secretary to all members, with not less than 21 clear days' notice. A six-monthly GM will be held to keep up to date with current running affairs of the club.

The AGM will receive a report from officers of the Committee and a statement of the audited accounts.

Election of officers takes place at the AGM. Nominations for officers of the Committee will be sent to the Secretary prior to the AGM. All current members have the right to vote at the AGM. The quorum for AGM will be **10 percent of the club membership.**

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs. 14 days' notice should be given to call an EGM.

9. Complaints, Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary, email acceptable.

The committee will not accept or respond to any word-of-mouth complaints raised.

The committee will meet to respond to the complaints ASAP and within 14 days of a complaint being lodged.

The committee has the power to appoint other members to advise, or to form sub committees with their duty to resolve the complaint and if necessary, hold a disciplinary hearing.

The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodges the complaint and the member against whom the complaint was made within SEVEN days of the hearing.

There will be a 14-day period of right of appeal to the Committee following disciplinary action being notified. The Committee should consider the appeal ASAP or within 14 days of the Secretary receiving the appeal, the appeal is final.

10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of a dissolution, any assets that remain after ALL liabilities have been discharged shall be disposed of in the manner decided by the members at the time of the dissolution. They will consider transferring to another organisation proposed by the Committee and approved by the members with objectives that are as similar as possible to the objectives of the club, or, if no such organisation can be identified or agreed upon, a charity approved by the members.

11. Amendments to the Constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.
LAST UPDATED 18th October 2026

12. Insurance

As of 03/09/2026 the club has a private insurance policy, details are held by the chairman, available on request.

13. Declaration

Cloth of Gold hereby adopts and accepts this constitution as a current operating guide regarding the actions of members.

Position: **CHAIRPERSON**

Signed ..SIGNATURE AVAILABLE IN CLUB RECORDS..... **Date** .....

Name ..Brian Proehl .....

Position: **SECRETARY**

Signed ..SIGNATURE AVAILABLE IN CLUB RECORDS..... **Date** .....

Name .... Emmanuelle Castillo Alonso.....

Position: **TREASURER**

Signed ..SIGNATURE AVAILABLE IN CLUB RECORDS..... **Date** .....

Name .... Neill O'Brien.....

Cloth of Gold Special Club Rules

Including appendixes 1, 2, 3 & 4.

Contact numbers for Gaddesden Estate:

Head Gamekeeper (in case of emergency) 07850907367

Estate Office (during office hours) 01442252 421

Richard 07943 283 882

1. Access

The wood at Gaddesden Estate is available for use from dawn to dusk throughout the year. The woods are open every day of the year except Christmas day. **Members must not access the car park or the woods on Christmas day.**

Our entrance is on the road to the Stables and Cricket Club, and we park on the grass outside our entrance.

For Open shoots visitors, the parking is back by the hedge on the Cricket Club side of the road.

Each parked car must display the club member's ID. All visitors (except at Open shoots) must display a Visitor card to show they are attending the club. The estate often checks each car. On entering the woods sign in with time of arrival, shooting or working and sign out when leaving.

It is not recommended that you shoot around the course by yourself. If no other members are present, then use your mobile phone to inform a designated person when you start around the course and when you are leaving the club. All members must carry a whistle for use in emergencies, give three blasts, wait and repeat until help arrives.

For security, all club members must carry their membership card, and check that each person they see on the course also has their card with them. Best practice would be to introduce yourselves, asking if you are a member or a visitor.

2. Use of the woods and environment

Be aware sometimes livestock and horses may be found in the woods, entering by broken fences. Contact farm office, gamekeeper or Richard.

There is to be no smoking and open fires in the woods.

Be aware of the possibility of ticks carrying Lyme disease and other nasty biting things. Always wear appropriate clothing for our terrain.

Any member caught shooting at, harming or harassing any of the wildlife will have their membership terminated and any visitor will be refused membership and visitor rights.

When shooting the course, once the target has been hit you must move to the next target multiple hits on the target are not permitted. With A and B pegs you shoot a maximum of three arrows. This rule does not apply to the practice butts.

3. Visitors

Visitors who are members of NFAS may shoot our course provided prior notice is given to the secretary or the Shoot Officer of the club. The visitor must be accompanied by a club member who will advise on their conduct and explain the club's special rules. They may shoot upon payment of £10.00 per day for adults, and £5.00 for juniors (under 18s).

They must be noted in a register giving them a membership number, they will become full members on six further visits or on balance payment for that year only. We occasionally arrange an Introduction to Field Archery Day for members of a group registered to another affiliated archery association, cost to be advised.

No member under the age of 18 years is permitted to bring a visitor to the woods to shoot.

4. New Members

On their first visit to the club, NFAS members with full current membership who wish to join the club must be accompanied round the course once by a club official to assess their safety. Provisional NFAS members wishing to become full NFAS members can only be signed off by a NFAS qualified coach. (NOTE) until then they will fall into the next category. Public with some background in archery coming from another archery federation wishing to become members must be accompanied on three occasions minimum. They should be instructed by a club coach or senior member, so they become familiar with field archery and are deemed competent archers also being instructed in our club rules.

New to archery applicants. Must be 18 years plus of age, under 18's Must be accompanied by a parent or guardian. They will be instructed by a club coach during up to two 4hr sessions on practice butts and on the course. Cost will be £100.00 paid in advance. If they are felt to be competent in archery and are to be suitable new members they will then pay the yearly membership fee to be registered. The coach will advise if further instruction is required, i.e. after joining a senior member maybe required to accompany them around the course for a few more sessions.

Bows, arrows and related equipment will be supplied during instruction courses. These can also be hired for a fee after on a short term basis.

(Definition) A senior member must have had five years experience shooting in field archery, have attended open shoots/tournaments and must be familiar with the new members bow equipment.

All new members are to read the constitution and appendixes; they will then be given a copy to keep for reference.

5. Lapsed Membership

A member who does not rejoin the club in the club's next year after expiry of their current membership, but wishes to join in a year following, will be treated as a new member and will have to follow the procedure as for a new member. 1 to 3 refresher sessions.

6. Minimum Age for Membership and Membership Fees

The minimum age for full membership of the Cloth of Gold is 18 years. Children aged 6 to 18 may become club members as part of a family so their shooting parent/guardian joins at the same time and accompanies them at all times while in the wood.

The individual adult membership fee is £70.00, for family membership fees for parents will be £65.00 each, Juniors 6 to10 years £5.00 each. Juniors 11 to18 £ 10.00 each. (As of April 2027)

Each child must be named and given a membership number.

Associate membership. (None shooting) £5.00 per year.

7. Miscellaneous rules & Information

Whatever you bring to the club please take it home, especially your food wrappers, drink containers and Broken Arrows. We have a dustbin for club waste only, NOT YOUR'S.

Never bring anything you may think might be of use to the club, i.e. anything you want to remove from your house ! Always call me first. Chairman.

If you have an accident there is a book in the cabin to note it, you should also inform a committee member. There are First Aid kits in the cabin.

We have members who have attended up to date first aid courses.

There is an Automatic External Defibrillator (AED) for treating cardiac arrest on the side of the cricket pavilion.

Be aware of ground conditions when parking during winter months or following on from long spells of rain.

APPENDIX 1

Rules for Shooting in the Wood

On hearing STOP, HALT, FAST or HOLD or 3 blasts on a whistle you must cease shooting.

All of your arrows must have your name marked on them. If an unmarked arrow is found in the woods it will either be destroyed or sold on for club funds.

It is your responsibility at each target to evaluate the shot for safety. Example, is there anyone behind the target, is there anything between you and the target that may make your shot dangerous if taken. If so or in any doubt then move on to the next peg or target. Raise a query with a senior member or field officer course layer.

Do not heckle or distract an archer when he is shooting.

Do not walk around with arrows in your hand.

Do not loose an arrow if you cannot see where the arrow will land.

Do not loose an arrow if your footing is not secure.

Never point your bow at anybody or an animal.

Keep back whilst other members of your group are shooting.

Never run in the woods.

When searching for arrows always leave an adult member of the group or your bow in front of the target.

Always support the target when removing arrows.

Always wait until the people drawing arrows from the targets and back stops are well clear of the targets before shooting.

Always try to use the middle ground of any of our timber edged steps. The timber can be a slip hazard and also may give way if it is old, so be aware.

Anyone suspected of being under the influence of alcohol and/or drugs (prescription or other) will be removed from the woods.

Anyone found or seen to be acting improperly will be cautioned by a Committee member and may be asked to leave the woods.

APPENDIX 2

Cloth of Gold - List of Club Officers

CHAIRPERSON:	Brian Proehl (clothofgold.chair@gmail.com)
SECRETARY:	Emmanuelle Ealonse (cog.general.secretary@gmail.com)
TREASURER:	Neill O'Brien (neill.clothofgold@gmail.com)
Shoot Organiser:	Sandy Marwick
Safeguarding Officer:	Jason Wakelin-Smith
Course Officer(s):	Neill O'Brien
Senior Officers:	Brian Proehl Sandy Marwick
Coach(es):	Alan Stanton

APPENDIX 3

Course Laying & Woods Maintenance

Field officers to be nominated yearly. It is the field officers' duty to set the dates for new courses to be laid and to request club closure dates for works and maintenance.

The club will ask all members to help assist in the tasks of laying the new courses. The club aims to have three course changes per year. Alterations to one can count.

Risk assessments will be the responsibility of the field officer who sets the course. The sign off authority for the year will be a NFAS qualified coach or Brian Proehl. There must be two of the four mentioned to check the risk assessment and the course to be signed off, or any additional targets added at later dates.

All targets laid this year 2026/27 will have four pegs to shoot from Red, White, Blue and Yellow, the yellow peg will be for use of juniors and will be closest to the target. Parents of juniors shall be responsible for setting safe shooting positions between the blue and yellow pegs.

There can be up to 24 numbered target positions but 20 are standard. Each will have A and B shooting positions with the above number of pegs.

No other than the above club members can alter the course or pathways to each target. This especially refers to the foliage between pegs and target.

If you see a problem with the course please contact the field officer or chairman.

Members with interest in learning course laying please contact the committee.

Appendix 4

Young Members

Our aim is to provide a warm, friendly and supportive environment where people of all ages can learn and develop the skills of field archery. Young members are the future of the club and they should be encouraged to participate fully. Adult members must act appropriately to ensure a safe and supportive environment exists and appropriate care should be taken regarding use of offensive or suggestive language and physical interactions with young people. As well as being a club for members, we will host training courses, open shoots and club events where under 18's may be present.

We operate under the direction of the National Field Archery Society (NFAS) who have directed that persons under the age of 18 now come under regulations with regard to children. All members should be aware of the NFAS Child Protection Policy (https://nfas.net/members/downloads/nfas-cppolicy1) which includes good practice guidelines, information about shoot guardians and how child protection concerns are to be handled.

Shoot Guardian

Every child or young person in the NFAS needs a Shoot Guardian whenever they are not being accompanied by a parent or legal guardian. This includes children and young people being accompanied by other family members such as grandparents, aunts and uncles or where the father does not have parental responsibility. A shoot guardian does not have to be a family member. These rules are not just for open shoots and championships but for EVERY club activity including beginner courses, have a go sessions, and any time the child attends the club.

There are two forms available on the NFAS site, one for parent(s) https://nfas.net/wp-content/uploads/2023/11/NFAS20-20Parental20consent20form1.pdf to send to the club secretary / shoot organisers and one for the shoot guardian to carry at all times (https://nfas.net/wp-content/uploads/2024/04/NFAS-Shoot-Guardian-form.pdf).

Both the parental consent form and the shoot guardian form must be completed and received by the club before the young person can attend the club with the shoot guardian. The same Shoot Guardian form can be used for multiple visits and you do not need a new form for every visit/shoot to the same club provided that it is the same shoot guardian. The form is valid for a 12-month period or until any of the information changes. It is suggested that a new parental consent form is provided to the club secretary at time of renewal of club membership and updated as necessary throughout the year.

The Shoot Guardian must remain with the child or young person during shooting and is responsible for their safety and behaviour whilst attending the club or at activities organised by the club.

Safeguarding

Concerns regarding the welfare of children are either:

- Witnessed, either an action or marks/bruising as the result of an action
- Reported by the child either directly or indirectly
- Overheard or hearsay, where further enquiry might be required

Areas for concern could be physical or emotional

- Physical abuse or bullying
- Emotional abuse or fear
- Sexual abuse or improper touching
- Substance abuse, recreational drugs and /or alcohol which could impair the safety of others, illegal for under 18s.
- Use of tobacco or vaping, both of which are illegal for under 18s
- Self-harming
- Behaviours that could harm self or others
- Coercion or radicalisation that could lead a young person to alter their behaviour or beliefs to the detriment of others.

IT IS THE RESPONSIBILITY OF ALL CLUB MEMBERS TO PROVIDE A SAFE ENVIRONMENT FOR CLUB MEMBERS AND TRAINEES UNDER 18.

All concerns should be noted with dates, times, where the incident occurred and all witnesses, and reported to the designated club Child Protection Officer, Club Chairperson or Club Coach as soon as possible so that necessary action can take place.

If a child or young person tells you about a concern then:

- Allow them to speak without interruption and accept what they say
- Be understanding and reassuring but do not give your opinion
- Tell them you will try to help but that you must pass the information on
- Write careful notes using the actual words used and pass the concerns on as soon as possible

If you are worried about sharing concerns with club officers you can contact **social services** or the **police** directly, or **NSPCC child protection helpline 0808 8005000** or **Childline on 08001111**

The club will operate under the NFAS Child Protection Policy at all times.

In a safeguarding emergency where a young person is at immediate risk of harm call 999.