



# Whiteleaf Bowmen Club Handbook

## Table of Contents

Purpose of this Handbook .....	4
Whiteleaf Bowmen Privacy Policy .....	4
What is the legal basis for collecting your information? .....	4
How do we use your personal information? .....	4
Further information .....	5
Club Overview .....	5
Junior Archers .....	5
Outdoor Shooting .....	6
Access.....	6
Parking .....	6
Range layout .....	7
Shooting Times.....	7
Security and Safety .....	8
Shooting Rules .....	8
Use of Equipment .....	9
Etiquette .....	9
Indoor Shooting .....	10
Times and Calendar.....	10
Costs and billing .....	10
Scoring and Records.....	10
Shooting Rules .....	10
Keys to the Village Hall.....	11
Contributing to the Club .....	11
Work Parties.....	11
Beginners' Classes.....	11
Fun Shoots.....	11
Committee Roles.....	12
Annual General Meeting.....	12
Members' Comments Book .....	12
Club Competitions.....	12
When and What.....	13
Frostbite .....	13
Summer Sunday Shoots .....	13
Open Longbow Shoot.....	13
Whiteleaf Open .....	13
Club Championships.....	13
Head2Head.....	13
Club Longbow Championships.....	14
Sam Fowler Memorial Shoot .....	14
Helping Out at Shoots.....	14
Club Trophies .....	14

External Competitions .....	14
Finding Competitions .....	14
How to Enter .....	15
County Competitions .....	15
Shooting for the County.....	15
Developing your Archery .....	15
Club Coaching Sessions .....	15
County Coaching .....	15
Gaining Handicaps and Classifications.....	15
Awards .....	16
Club Library .....	16
Useful Online Resources .....	17
Buying Equipment.....	17

# Purpose of this Handbook

The aim of this handbook is to give all members of Whiteleaf Bowmen a good understanding of the club culture, how it operates and how to get the most from your membership.

## Whiteleaf Bowmen Privacy Policy

### **What is the legal basis for collecting your information?**

Whiteleaf Bowmen only collects personal information to enable us to carry out our legitimate interests. Whiteleaf Bowmen's legitimate interests are:

- Fulfilling our duty to members and supporters
- The promotion, marketing and advertising of our services
- Handling enquiries and complaints.
- Complying with legal requirements and regulations.
- Communicating with members via email of club information and news, including relevant news from other clubs/organisations, e.g. tournaments.

### **How do we use your personal information?**

Your personal information will be:

- accessible to our committee in order for it to carry out its role
- when required passed to Archery GB, Southern Counties Archery Society and Bucks Archery Association

We may use your information in a variety of ways including:

- processing your membership of Whiteleaf Bowmen (including Archery GB, SCAS and BAA)
- sending you information about the latest Whiteleaf Bowmen's news and events via email
- sending information about events held by other archery clubs or bodies

Please also note that,

- we will not pass on your personal information to other organisations other than those described above.
- we do not sell any personal information.
- we will share your information when we are legally obliged to at the request of a government or law enforcement authority.

You can find out what personal information we hold about you and update your personal information by contacting us at [MembershipSecretary@whiteleafbowmen.org.uk](mailto:MembershipSecretary@whiteleafbowmen.org.uk). You can request the removal of your personal information from our records at any time by contacting us at the same email address.

Whiteleaf Bowmen take the security of members' and supporters' personal information very seriously and take appropriate steps to ensure data is securely stored. We only hold your personal information for as long as is necessary for us to administer our relationship with you. If we dispose of your information, it will always be done so securely.

### **Further information**

If you have any questions about the Whiteleaf Bowmen' privacy policy and your rights, please contact us at [MembershipSecretary@whiteleafbowmen.org.uk](mailto:MembershipSecretary@whiteleafbowmen.org.uk). For further information about data protection and your rights please visit the Information Commissioners Office at <https://ico.org.uk/>.

## **Club Overview**

We are a friendly club with a diverse membership that covers all ages and abilities. Our membership includes people for whom archery is primarily a social hobby that gives them some exercise and gets them out in the fresh air and people for whom archery is a serious sport in which they want to progress and compete. Everyone is welcome and we have the flexibility to allow everyone to enjoy their archery, however they see it.

Within the club we have archers shooting recurve, barebow, longbow, flatbow and compound across the disciplines of target, field and clout.

Communication to club members is via e-mail, managed by our Club Secretary, [secretary@whiteleafbowmen.org.uk](mailto:secretary@whiteleafbowmen.org.uk). Please ensure that they always has your current e-mail address, so you don't miss out on what's happening in the club.

We also have a website at [whiteleafbowmen.org.uk](http://whiteleafbowmen.org.uk) and a Facebook page [www.facebook.com/WhiteleafArchery/](http://www.facebook.com/WhiteleafArchery/) where useful information can be found.

## **Junior Archers**

Anyone under the age of 18 is classified as a junior. The minimum age at which juniors can attend a beginners' class or join the club is eight but as with anyone on a beginners' course, their competence will be assessed by the coaching staff. If they prove unsuitable to join the club, their course fees will be refunded

Within Whiteleaf Bowmen we adhere to the safeguarding policy of Archery GB (AGB) in respect of juniors. Full details of the policy and associated guidance can be found at <https://archerygb.org/about/safeguarding>

Specific requirements within Whiteleaf Bowmen relate to junior archers, as follows:

- Juniors must be accompanied by a parent or guardian **at all times** at Whiteleaf Bowmen's outdoor and indoor shooting venues.
- Club communications are sent to the junior's parent or guardian in place of or in addition to the junior archer (if they have their own e-mail address). Parents/guardians must advise the club of their preference.
- As with any archer, juniors are expected to behave safely, responsibly and courteously whilst at the club. If a junior does not meet the standards required, their parent/guardian will be contacted to discuss any issues. Recurring poor behaviour will result in the junior being suspended from the club.
- If a junior has specific medical conditions which may not be immediately apparent, e.g. autism, asperger's, ADHD, etc., then a parent/guardian must inform the club before a junior is accepted on a beginner's class or into the club, in order that any appropriate preparations or adaptations, where possible, can be made.

## Outdoor Shooting

### Access

The field is accessible 7 days a week, at any time during the day. The entrance to the field is secured by a combination padlock. The hut and equipment stores are secured with keys that are kept in a lockable key store on the verandah that has the same combination as the gate.

### Parking

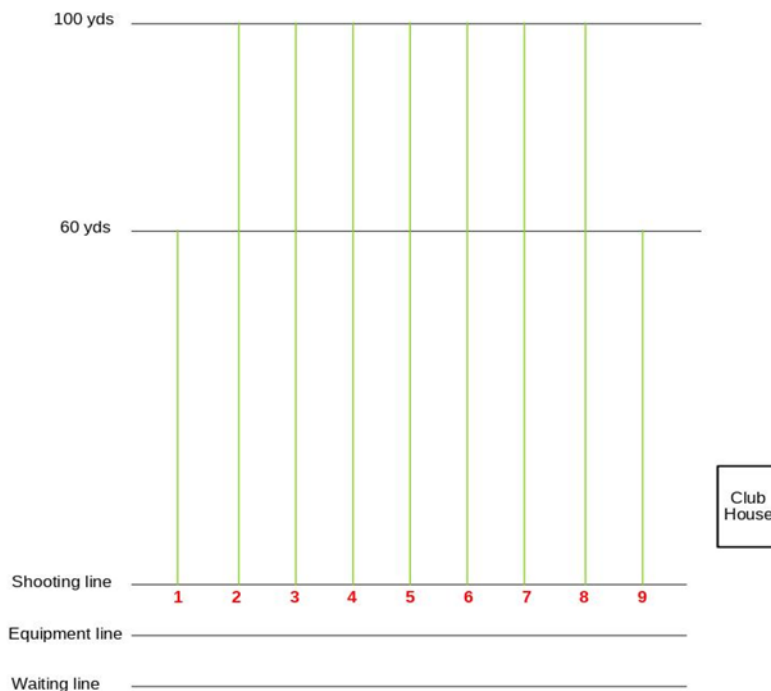
When the field is wet, it gets **very** boggy and cars get stuck in the mud. Please use common sense and if the field looks wet, DO NOT park on it. Park on the gravelled hard stand by the hut or along the access road, at the side of the field taking care not to block access to others.

**On Sunday mornings during the winter all parking must be in the car park of the RAF station opposite the field.** The only exception to this rule is for disabled members or those dropping off bulky loads. Turn into the main entrance of the RAF station, then take the first right into the visitors' car park and drive to the far end of

the car park. Walk around the road with your equipment, then cross the main road into the field.

## Range layout

The layout of the field is as shown below:



Due to the rules around design of the range and overshoot there are some additional rules about how these lanes may be used.

- 1) Lanes 1 and 9 must NOT be used with compound bows
- 2) For other bow styles lanes 1 and 9 may be used up to a maximum distance of 60 yards.
- 3) Where possible compound bows should try to use lanes 6-8. This side of the field has maximum overshoot and minimizes the risk of arrows going into the adjacent field.

## Shooting Times

Sunday morning is a designated club target day and shooting starts at 10:00 am. Please arrive in sufficient time to get parked, put your equipment together, set up a boss, and **be ready to shoot at 10:00.**

Arriving later than 10:00 is disruptive to those already shooting and you will have to wait for a suitable pause to put a boss out.

When club tournaments are being held, no other shooting is permitted that day.

## **Security and Safety**

When you unlock the gate into the field, close the gate after you and secure the padlock around the gatepost. Please flip down the "Archery in Progress" sign

DO NOT leave anything out on the field, most notably the pegs that hold the bosses down. Items left in the grass get caught in the mower and can cause expensive damage which the club has to pay for.

Any lost arrows must be recorded in the lost arrow book stored in the hut. All archers must have their name or initials clearly visible on all arrow shafts. These can be painted on or printed labels are readily available from archery dealers.

### **If you are the last to leave, you must ensure that:**

- The doors to the equipment stores and hut are locked
- The keys are in the key safe and the combination is spun
- The "Archery in Progress" sign on the gate is flipped back up
- The gate is closed and the padlock is secured through the farmer's padlock and the combination is spun.

## **Shooting Rules**

All shooting is governed by Archery GB (AGB) shooting rules. In addition, to comply with aspects of AGB rules regarding field layout we have a risk assessment and local rules of shooting which must be followed.

Common sense rules include:

- Never draw a bow (even without an arrow in it) behind the shooting line.
- Check that the field is clear before you start shooting: someone may still be behind a boss or looking for arrows.
- If a walker strays into the field, stop shooting immediately and go escort them safely away.
- If there are multiple targets out, the whole shooting line must be managed by a designated field captain using a whistle.



These documents are available on the Whiteleaf Bowmen website, or can be provided by our club Treasurer, the author of the documents.

## **Use of Equipment**

Sufficient bosses are left on the field for all lanes in use. Seven of which are layered foam bosses and two straw bosses. All bosses are wheeled for ease of movement and must be pegged down. Some of them are more liable to blow over in strong winds potentially damaging the boss and any arrows in the target at the time.

Since there is a permanent boss for each lane there is no need to move bosses across lanes.

There is a cover over the front of each boss to protect it, and any affixed face from weather damage. Before use the cover must be flipped over the back, and hooked up to prevent low arrows damaging it.

If you wish to use a different size face from the one currently on there then please remove the existing face. DO NOT simply put the new face over the existing, as you will be wearing out two faces.

Any faces removed or replaced which are too worn for reuse then please take it home with you for disposal. If each member does this then we don't get a pile building up at the club, and it has little impact on your recycling at home.

If you find damaged equipment, please inform the equipment officer at [equipment@whiteleafbowmen.org.uk](mailto:equipment@whiteleafbowmen.org.uk) (other contact details are posted inside the equipment hut), don't just leave it for someone else to find.

## **Etiquette**

Respect the lines marked on the field – shooting on the shooting line, equipment on the equipment line and you on the waiting line when you're not shooting.

Whilst we don't expect total silence, please keep the noise down if people are still shooting, and put mobile phones on silent.

# Indoor Shooting

## Times and Calendar

Indoor shooting takes place at Lacey Green Village Hall from September to April, on Wednesday and/or Thursday evenings. An indoor calendar, giving all the available dates, is published before the start of the indoor season.

There are two sessions, starting at 17:30 and 19:30.

## Costs and billing

A token charge of £3 per senior and £2 per junior per session helps with hall rental. Please sign the register on attendance at each shoot as the treasurer will use this to bill you for sessions shot. Billing will be twice per year, at Christmas and end of season, and should be paid by bank transfer.

It is vital that you are ready to start shooting at the given time, so allow sufficient time to set up your equipment.

People shooting the early session put the equipment (nets, bosses, lights, etc) up in the hall and people shooting the later session take it down, so please factor this into your arrival and departure times.

Once shooting has commenced, the main door to the building will be locked, so if you arrive late you will have to wait until someone comes to open it.

Each session can accommodate up to 10 people on a single detail. If more than 10 people wish to shoot, this may result in two details, which takes considerably longer.

## Scoring and Records

Scoresheets should be left in the appropriate folder for collection by our Records Officer or submitted electronically to [records@whiteleafbowmen.org.uk](mailto:records@whiteleafbowmen.org.uk)

## Shooting Rules

To comply with Archery GB (AGB) rules regarding indoor shooting venues, there is a risk assessment and local rules of shooting for indoors which must be adhered to at all times.

These documents are available on the Whiteleaf Bowmen website or from the Treasurer, the author of the documents.

## **Keys to the Village Hall**

The keys are held in a keypress to the left of the entrance door. The keycode will be circulated to members as required. Once you have removed the keys please close the press and spin the combination.

These keys provide access to the front door and the door to the main hall. The main keys hang on a hook behind the hatch in the counter in the main hall.

## **Contributing to the Club**

We have a number of activities that are required to help operate the club and bring in revenues and to encourage people to participate, some of these are eligible for a credit towards club fees. Currently, £3 credit is given for each work party, beginners class, fun shoot or open shoot (unless you are shooting, in which case you don't pay an entry fee) where help is given for the complete event. The person in charge of the event is responsible for recording who has participated. At the end of the membership year (September), credits will be added up and applied to the next year's fees.

### **Work Parties**

From time to time, the club has work parties, usually on a Saturday morning, which all members are asked to participate in. Lots of willing hands make light work. Typically we have work parties just before tournaments and these mainly involve cleaning and tidying the hut. Sometimes, larger jobs need to be done such as cutting back the bushes around the ground, clearing gutters, etc. An e-mail will be sent out in advance of any work party explaining what needs to be done.

### **Beginners' Classes**

We run beginners' classes indoors at Lacey Green Village Hall in February and outdoors at the field in June and September. Whilst we have a fairly regular group of instructors, help is always needed to set up equipment and look after the attendees.

Instructors need to have at least three year's shooting experience, but there is no other requirement – other than being enthusiastic and good with people.

### **Fun Shoots**

Throughout the summer we run fun shoots for local community groups and businesses. These typically take place in the evening from around 18:00, some are held in the

afternoon. Helping with fun shoots includes setting up equipment, hosting the visitors and giving basic instruction on the line. As the name suggests, the emphasis is on people enjoying themselves, so they're generally light-hearted events.

## **Committee Roles**

The Committee is elected to run the club on the members' behalf. As is often the case, this job usually falls to a small percentage of the membership who take it on for many years. We're always looking for fresh blood and new ideas, so if you would like to take an active role in this, anyone can stand for election for a Committee post at the AGM

The best way to understand what's involved is to talk to existing Committee members about their roles and express an interest, then start helping out with that role. 'Job descriptions' can also be found on the website in the Committee section under each name

## **Annual General Meeting**

All members are welcome at the AGM generally held in October. It's the formal meeting in which the Committee report back on their running of the club and key decisions are made. Committee members have to put the effort into producing their reports and it's a matter of courtesy for the rest of the club to take the time to read those reports and attend the meeting.

## **Members' Comments Book**

There is a book for members' comments which is reviewed at Committee meetings. However, if you have something to say, please talk directly to a member of the Committee in the first instance – positive or negative, good or bad, being able to discuss your thoughts and understand where you're coming from is far better than reading words on a page.

## **Club Competitions**

When competitions are being held at the club, no other shooting is permitted during that time.

## **When and What**

### **Frostbite**

This is a 3 dozen round shot on the first Sunday of the month from November to March. Shooting starts at 10:00 and is typically over by 12:00. We enter a team into the Frostbite postal league, so there are medals to be won for that and there are medals for our in-house competition.

### **Summer Sunday Shoots**

These take place typically on the first Sunday in the month from around May to September. Each month a different round (including all variants of that round) is shot. The aim of these shoots is to give newer members a chance to get used to shooting under competition conditions and more experienced archers to go for club records on rounds that are shot infrequently. Rounds vary in distances and the number of arrows shot. There are medals for the best performance across all the shoots.

### **Open Longbow Shoot**

This is held in April and is usually a double National round (4 dozen arrows over 60yds and 2 dozen arrows over 50yds twice). It is for longbows only and is open to people from outside our club as well as club members.

### **Whiteleaf Open**

This Record Status shoot is usually a Hereford round (12 dozen arrows over 80, 60 and 50yds), held in May, open to all disciplines and primarily for people from outside our club. If there are available spaces, club members can also shoot.

### **Club Championships**

This shoot is open to all bow types, but as we have a separate longbow championship, there is no award for longbows. It is held in July and is a Hereford round for seniors, with shorter rounds for novices and juniors.

### **Head2Head**

This competition is based on the Olympic format, where all archers shoot a National in the morning which gives your opponent for the head-to-head knockout shoot in the afternoon which is over 30 metres and it's great fun. The draw for the head to head element is based on a handicap that evens things out between juniors and seniors and the different bow types, so anyone can win, and it often throws up surprises.

## **Club Longbow Championships**

As the name implies, this is for longbows only. If you don't have a longbow but would like to give it a try, it's often possible to borrow a bow from one of our longbow archers. Part of the shoot is a Pope and Young round, which is hard to explain – suffice to say it is shooting at animal targets against the clock and gets quite hilarious.

## **Sam Fowler Memorial Shoot**

This is another open shoot, in memory of one of our club members. We also shoot the Pope and Young at this shoot.

## **Helping Out at Shoots**

Our open shoots in particular are important events for the club – they bring in income and present Whiteleaf Bowmen to a wider audience, so we like to make a good impression. That means club members are needed to help out with the running of the shoot, and many of the same tasks are needed for our club-only competitions.

For every competition the jobs to be done include setting up the field, sorting out score sheets and doing the results. For our open shoots there are additional tasks such as selling raffle tickets, manning the barbecue, and running a leader board. At open shoots, we provide tea and the end of the shoot, so club members provide sandwiches, cakes, crisps, etc. Helping out is a great way to get to know more people in the club and learn about how competitions work. The more people that help, the easier it is and the better the impression people have of Whiteleaf Bowmen.

## **Club Trophies**

We have an impressive array of club trophies, many of which are awarded on a handicap basis, which everyone has a chance to win if they shoot well. The club pays for engraving of club trophies and winners keep them for a year. If you win a trophy, please look after it, keep it safe and please clean it properly before you return it.

# **External Competitions**

## **Finding Competitions**

Our Tournament Officer (TO) usually sends out notifications about shoots via the Club Secretary. The TO also maintains a tournament calendar which is available on the website. You can also search the internet and look at the Archery GB tournament calendar which gives all record status shoots in the UK.

## **How to Enter**

If you wish to enter competitions directly, you can do so, otherwise contact the Tournament Officer, [tournaments@whiteleafbowmen.org.uk](mailto:tournaments@whiteleafbowmen.org.uk) and he will enter all Whiteleaf members who wish to shoot.

## **County Competitions**

Buckinghamshire Archery Association holds three championship events each year: target, clout and field shooting. This is another great way to get into competitions, as the shoots are all local and all very friendly and relaxed.

## **Shooting for the County**

Buckinghamshire typically has county matches each year against neighbouring counties. County matches are generally at the longer distances, i.e. 80 yards or 70 metres for ladies and 100 yards or 90 metres for gents. Juniors shoot age-appropriate distances. Usually an e-mail will be sent out asking for those interested in shooting for the county to get in touch with the county organizer.

# **Developing your Archery**

## **Club Coaching Sessions**

Coaching sessions are held indoors during the winter and outdoors during the summer once a month. Coaching is typically available for recurve, longbow and barebow. An e-mail is normally issued in advance of each coaching session so if you are interested, just reply to that.

## **County Coaching**

The County holds coaching events, for which there is a fee. Subjects covered include equipment, shooting techniques and many other topics. Information about these sessions will be sent out by e-mail. The County Coaching Organiser can be reached at [cco@bucksarcheryassociation.org.uk](mailto:cco@bucksarcheryassociation.org.uk)

## **Gaining Handicaps and Classifications**

The handicap system is designed to help you measure your progress and compete on a level playing field with better archers. To obtain a handicap, you need to shoot any three recognised rounds (does not include a Frostbite), which do not have to be the

same, appropriate to your ability and age. Handicaps and Classifications are administered by our Records Officer. Completed scoresheets should be put in the tray in the box outside the club house for collection, or if using an app, the resulting scoresheet email to [records@whiteleafbowmen.org.uk](mailto:records@whiteleafbowmen.org.uk) . Once you have a handicap, you have an “allowance” for rounds. When competitions are shot on a handicap basis, this means your allowance is added to your score, which makes it possible for a lower-ranked archer who shoots better than their handicap to beat a higher-ranked archer. There is also a medal, provided by the UK governing body of archery, which is awarded every year for the most improved handicap.

There are nine classifications, across Archer, Bowman and Master Bowman Tiers. Details of these classifications, how to obtain them and scores required for each bow type can be found on the club house notice board, and online at

<https://archerygb.org/resources/outdoor-classifications-and-handicaps>

## **Awards**

There are a number of different awards available for different types of rounds and bow styles. These include:

- Rose Awards and English Crosses for the York and Hereford rounds
- Six-Gold End Badge for ladies (60 yards) and gents (80 yards)
- World Archery (WA) Stars for the WA 1440 rounds
- WA Target Awards for other WA rounds
- Tassel Awards for clout shooting
- 252 Awards which require you to score 252 for the first three dozen arrows you shoot, either as part of a longer round or just as three dozen arrows. The figure is reduced to 189 for barebows and 164 for longbows.

For more information on all of the above, go to

<https://archerygb.org/clubs/badges-and-awards>

## **Club Library**

We have a number of books on archery available to borrow. These are kept in the glass-fronted cupboard inside the club hut. If you borrow a book, please put your details on the lending sheet so we know where it's gone. If books are not returned, you will be charged for their replacement.



## **Useful Online Resources**

There's a lot of good information on the web about all aspects of archery including fitness and exercises, equipment, shooting technique and mental training. There are various forums, such as Archery Interchange, and Facebook groups. You will also find some fascinating archery videos on YouTube.

## **Buying Equipment**

There are a number of dealers within easy travelling distance of the club: Chiltern Archery at Buckland, Aim4Sport at Sandy. All of these dealers will allow you to try out equipment, provided you phone them in advance and explain what you're looking for. We strongly recommend that if you are a beginner, you ask an experienced archer from the club to go with you if you wish to purchase your own equipment. They can advise you and ensure you end up with suitable kit. If you go on your own, then follow the golden rules:

- Have a budget and stick to it
- Be clear on the bow weight you need and don't exceed that just because the bow feels easy to pull after a few arrows – how will it feel after six dozen or more?
- Focus on what feels comfortable for you, particularly when it comes to the feel of the riser in your hand and the smoothness of the draw

There are plenty of other dealers you can visit or buy from online, including The Archery Shop, Clickers, BowSports, Wales Archery, Merlin. Perris and Quicks at Waterlooville. Talk to other club members to find out what experiences they've had with the different companies.

DO NOT buy used archery equipment from e-Bay unless you really know what you're doing and can trust the seller.