



Archery Western Australia Inc.			
Title:	AWA Policy Manual		
Subject:	By-Laws		
Responsibility:	Council of Clubs		
Author:	Constitutional Review Committee		
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1. GENERAL

These By-laws are to be read in conjunction with the Constitution of the Association (Document 100-001.01). The Executive Council may make decisions not inconsistent with the provisions of the Constitution on any matters pertaining to the activities of the Association.

2. FEES

The Council may set a scale of fees payable by affiliated Club members including different rates for separate groups defined by age, special class of activity within the Association, or such other consideration as may be considered equitable.

- 2.1 In addition, the Council may set a levy on members for raising funds for special projects as and when required.

3. CONDUCT OF TOURNAMENTS, INCLUDING STATE CHAMPIONSHIPS.

- 3.1 Dates for State Championships for Target, Freestyle Field, Barebow Field, Indoor Target and Clout shall be set in the previous calendar year.

3.2 State Championship Aggregate Champions

The following State Championship Aggregate Trophies may be awarded each year;

3.2.1 Club Team Aggregate Champions

- 3.2.1.1. **Recurve Club Team Trophy** - awarded to the club which achieves the highest aggregate score when considering their top four (4) Recurve Archer scores (any gender, any age Division) in all four (3) AWA State Championship events of Target, Freestyle Field and Clout for the current calendar year.

- 3.2.1.2. **Compound Club Team Trophy** - awarded to the club which achieves the highest aggregate score when considering their top four (4) Compound Archer scores (any gender, any age Division) in all four (3) AWA State Championship events of Target, Freestyle Field and Clout for the current calendar year.

3.2.2 Individual Champions

- 3.2.2.1. **Open Division** – awarded to the competitor in each of the Open Divisions of Compound Men, Compound Women, Recurve Men, and Recurve Women, who has the highest aggregate score in all three (3) of the AWA State Championship events of Target, Freestyle Field and Clout in the current Calendar year.

- 3.2.2.2. **Masters Division** – awarded to the competitor in the Masters Division of Compound Men, Compound Women, Recurve Men, and Recurve Women, , who has the highest aggregate score in all three (3) of the

AWA State Championship events of Target, Freestyle Field and Clout in the current Calendar year.

- 3.2.2.3. **Veterans Division** – awarded to the competitor in the Veterans Division of Compound Men, Compound Women, Recurve Men, and Recurve Women, , who has the highest aggregate score in all three (3) of the AWA State Championship events of Target, Freestyle Field and Clout in the current Calendar year.
- 3.2.2.4. **Youth Division** - awarded to the competitor under 18 years of age in the Youth Divisions of Compound Men, Compound Women, Recurve Men, and Recurve Women, , who has the highest aggregate score in all three (3) of the AWA State Championship events of Target, Freestyle Field and Clout in the current Calendar year.
- 3.2.2.5. **Longbow, Barebow Recurve and Barebow Compound Division** - awarded to the Longbow, Barebow Recurve or Barebow Compound competitor in the Men, Women and Youth Division, who has the highest aggregate score in all three (3) of the AWA State Championship events of Target, Freestyle Field and Clout in the current Calendar year.

3.2.3 Eligibility

To be eligible for consideration for any of the Aggregate Champion awards in 3.2.1 or 3.2.2 above, the team or competitor in any Division must compete in all three (3) of the designated events.

3.3 State Level Events

The Council of the association may revise from time to time and declare in the previous year which events shall be State level events for the following year.

Current defined State level events are;

- State Target Championships
- State Freestyle Field Championships
- State Barebow Field Championships
- State Indoor Target Championships
- State Clout Championships
- AWA Championship Series
- Old Coots Shoot
- Fletchlings (Target) Tournament
- Fletchlings (Field) Tournament
- State Annual Dinner and Presentation Event

- 3.3.1 All State Championships events shall be conducted at the West Australian Archery Centre whenever possible.
- 3.3.2 All AWA affiliated clubs shall be invited to nominate as Host Club to conduct the AWA events defined in paragraph 3.3 for the following calendar year. Nominations shall be received by the first Council meeting after the Annual General Meeting. If insufficient nominations are received, a selection by ballot

of all clubs who have not nominated for an event shall take place at this meeting. The ballot shall be confined to those events remaining unallocated on the day of the meeting. If a club having less than ten (10) members aged sixteen (16) years old and over is drawn then another club may be drawn to assist in conducting the event. At any ballot conducted, no club names shall be returned to the ballot box until all available clubs have been allocated an event, and the ballot continued until each primary club selected has an assistant club if required.

- 3.3.3 Clubs hosting State Level Tournament events shall be responsible for the decision as to whether to provide food and refreshments. Proceeds from such provision go to the host club.
 - 3.3.4 Clubs hosting official State Tournament events shall be entitled to a Host Reward for hosting the AWA event. The maximum amount of Host Reward claimable is determined by applying the percentage level in 3.3.5 to the total entry fee income for that event, or, an amount of \$500, whichever is the lesser.
 - 3.3.5 The Council may review and set the maximum percentage level of the Host Reward from time to time. The current level is set by the Council is 20%. (18/06/2012)
- 3.4 AWA members living more than 100km from Perth shall be given free entry to State Championship Events when the events are held in Perth.

4. STATE JUDGES COMMITTEE

- 4.1 The State Judges Committee shall comprise the State Judges Administrator, all FITA International Judges, International Judge Candidates, National Judges and National Judge Candidates affiliated with the Association.
- 4.2 The Committee shall be responsible for the implementation and organisation of the State and National Judges Program, the Director of Shooting Program and the Field Captains Program.
- 4.3 The specific terms of reference for the Committee shall be:
 - 4.3.1 To be the State body responsible to the Council and Archery Australia National Judges Committee on all matters relating to the State's National Judges Programs, Director of Shooting Program and the Field Captains Program.
 - 4.3.2 To Co-ordinate the training and qualification of individual Judges in the grades of National and International.
 - 4.3.3 To establish a list of the Association's National Judges and National Judge Candidates, from which the Judges for all State Championships, FITA Star Tournaments and all other Tournaments as determined by the Council shall be selected.
 - 4.3.4 The National Judges and Judge Candidates to be advised by the State Judges Administrator of all Tournaments for selection.
 - 4.3.5 The National Judges and Judge Candidates to be advised to the Council and Tournament Committee (Club or State) two (2) months prior to Tournament(s) where possible.

4.3.6 To be responsible for the training and qualification of Directors of Shooting and Field Captains

4.3.7 To establish a list of all qualified Directors of Shooting and Field Captains.

5. STATE TEAM REPRESENTATION

5.1 Selection Committee

State Team selection shall be made by a Sub Committee (herein called the Selection Committee) especially constituted for this purpose. The Selection Committee is charged with the responsibility of selecting the best possible State Team from nominees completing all prior requisites.

5.2 WA team for National Championships

The State Team will be selected by the Selection Committee according to a clear selection process which will be notified to the members in the previous year.

The State Team members will have their registration fees for the National Championships reimbursed if they complete the event.

5.3 Senior and Junior Team Managers

5.3.1 Adults managing the Junior Team must hold, or obtain, a current *Working With Children Clearance* from a Working With Children Check Assessment.

5.3.2 The Senior and Junior Team Managers must hold, or obtain, a current Federal Police Clearance.

5.3.3 If a Senior State Team has an archer under 18 years of age the Team Managers must hold, or obtain, a current *Working With Children Clearance* from a Working With Children Check Assessment.

5.3.4 The fares of State Team Managers and Assistant Team Managers to National Championships and accommodation while at the National Championships may be paid by The Association. (14/02/2011)

5.4 Uniforms

5.4.1 State Team members and State Team managers are eligible to wear State Team Uniforms. Uniforms shall be provided free of charge the first time an archer is selected for a State Team. (14/02/2011)

5.4.2 State Team members, Managers and Assistant Team Managers shall receive a State Team badge showing the year of representation.

6. CENTRE MANAGER

A Manager may be appointed by The Association to manage the Archery Centre at Whiteman Park. The Manager should report to The Council as to the business of the Archery Centre. These areas shall be:

6.1 Activities of management committee.

6.2 Hiring of Centre buildings and grounds to clubs and others.

6.3 Liaising with the Park Manager, Resident Clubs and The Association Tournament Committee.

6.4 Financial management of the Archery Centre.

7. AWARDS

7.1 Nominations for awards should be sent to The Association Secretary at least 42 days before the Annual General Meeting. The Selection Committee will consider the recommendation and report back to The Council. Awards will be announced at the Annual General Meeting or the Annual Presentation Function whichever is more appropriate.

7.2 Life Membership Awards may be given to people with twenty years of continuous or cumulative membership with outstanding service to The Association by at least two terms in an Association office and outstanding service in State, National and/or International Archery. This is the highest and most prestigious award of The Association and is the ultimate award of recognition given in exceptional circumstances.

7.3 Service Awards may be given to people with ten years of continuous or cumulative membership with outstanding service to the Association by at least two terms in a Society office or other outstanding service.

7.4 Veterans Awards may be given to people with fifteen years of continuous or cumulative membership. This is the only criteria, assuming that in that time, the member must have made some contribution to the Sport. Through this award, the members of The Association can express their respect and esteem for the member's long standing.

8. PROOF OF CURRENT AFFILIATION (19/04/2010)

Equipment Inspection for all AWA sanctioned tournaments is to include the presentation of the Competitor's current affiliation card (AA) along with all other equipment required by the judges. Failure to produce a current affiliation card may disqualify the Competitor from the event.

9. DRESS CODE (Revision 1 & 2 refer)

As per Archery Australia rules extended to include all events run under the auspices of AWA, in addition to the events stipulated by AA.

10. Repealed (20/06/2011)

11. ARCHERY CENTRE FACILITY HIRE

Non Resident Clubs conducting non AWA tournaments at the Archery Centre, ISC Whiteman, may be required to pay a Facility Hire Fee to The Association. The Council may review and set this fee from time to time.

The current fee applicable is \$50 per day.

12. TOURNAMENT EQUIPMENT HIRE

All Clubs conducting non AWA target tournaments at the Archery Centre, ISC Whiteman, and using AWA target equipment will be required to pay an Equipment Hire fee to The Association.

The Equipment Hire Fee payable is determined by the following formula:

Lane Fee (as per paragraph 12.1) x number of Lanes used = Equipment Hire Fee

12.1 Lane Fee

The Council may review and set this fee from time to time.

The current fee applicable is \$15 per Lane.

12.2 Equipment Covered by Lane Fee

The Lane Fee includes the use of the following equipment when/if required for the conduct of a tournament:

Target Stand, Target Butt, Wind Flag, Target hold down pegs, Target face pins, Target Back Stops (where available), Target numbers, Lane Numbers, plus Shooting line, Waiting Line, Equipment Line and 3 Metre Line cords (as required), Countdown Timer Displays and consoles, PA Systems and winner's Podium.

13. APPOINTED POSITIONS

13.1 In accordance with Rule 12.13 of the Archery WA Inc. constitution, the Council of Clubs can appoint members to Positions so as to assist in the promoting of the objectives of the association.

13.2 For the purpose of this by-law the term "Appointed Position" shall mean those positions identified in the AWA Appointed Positions (Voluntary) Policy.

14. EMPLOYEES OF THE ASSOCIATION

14.1 A person who is employed by the association, known as an 'employee', as defined by the relevant industrial relations legislation, shall be prohibited from holding a voting position on the peak governing body of the association.

14.2 Each 'employee' shall be an ex-officio member of the committees of the association.

14.3 Each employee of the association shall be engaged on a fixed term contract of employment, which will include as a minimum the following terms:

14.3.1 The minimum conditions of employment, as defined by relevant legislation.

14.3.2 Key performance indicators

14.3.3 Contract terminations provisions

14.3.4 Any other conditions that the council requires.

14.4 The administration and review of the terms of the contract of employment shall be governed by the elected voting members of the AWA Council.

15. SUB-COMMITTEES AND STANDING COMMITTEES

15.1 The Council may appoint sub-committees either due to constitutional requirements or to undertake specific tasks.

15.1.1 The Council shall issue terms of reference and responsibilities to all sub-committees.

15.1.2 The sub-committee may hold office until the expiration of office of that Council or within a time frame directed by the Council

15.1.3 A sub-committee shall not delegate its powers and must only act within the specified powers delegated to it by the Council in accordance with the association's rules.

15.1.4 Sub-committee shall report to the council as an when directed to by the Council

15.2 The Council may appoint Standing Committees either due to constitutional requirements or to undertake specific tasks

15.2.1 Standing Committees shall report at least bi-monthly or as required to the Council

15.2.2 Standing Committees may be given specific tasks or required to comply with the organisations Strategic Development Plan.

15.2.3 A quorum for a Standing Committees shall be fifty percent (50%) of the voting members of the Council.

15.3 Standing Committees members or any member of a sub-committee may be removed by the Council at its discretion.

15.4 In addition to the membership of the Standing Committees previously provided for, the President shall be an ex-officio member of all such Committees.

Notes

This is a compilation of the Archery WA By-laws and includes the amendments made to the by-laws by the Council of Clubs. This table does not form part of the By-laws.

Compilation table

Date	Version	By-law amended	Details and Comments
23 Mar 2004	0.0	All	Information not available
May 2006	1.0	All	Information not available
18 Apr 2011	2.0	All By-laws	Completed review and acceptance of all new by-laws and repealing of all previous by-laws
16 May 2011	2.1	By-law 9	Entire wording replaced with the following wording: <i>'As per Archery Australia rules'</i>
20 Jun 2011	2.2	By-law 9	Added after the word '...rules': <i>'extended to include all events run under the auspices of AWA, in addition to the events stipulated by AA.'</i>
		By-law 10	Repealed
12 Dec 2011	2.3	By-law 13	New By-law
29 Dec 2012	2.4	By-law 3	Paragraphs 3.2 & 3.3.4 revised (refer to minutes of Council meeting 18 June 2012 for details)
18 Nov 2013	2.5	By-law 13	Clause 13.1 changed to reference correct clause in new constitution.
		By-Law 14	New By-law to address issues with employees of association.
		By-Law 15	New By-law to formalize formation of Sub-committees
		All	Re-formatted
15 Dec 2013	2.6	By law 3.3.3 By law 3.3.5	Amendment to Host Reward provisions payable to clubs hosting AWA events.