

ByLaws
OF
RANDWICK ARCHERY CLUB INC.

These Bylaws are effective from: 14 September 2025

RANDWICK ARCHERY CLUB
ByLaws

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Randwick Archery Club ByLaws

This document represents the current Randwick Archery Club Bylaws. These bylaws can be updated by the committee in agreement with the members through an AGM or SGM.

1. Shooting Rules – Randwick Archery

- 1.1 The shooting rules of the Club must be followed at all times. These apply to anyone on the ranges, including club members (regardless of membership type), supervising parents/guardians, and visitors.
- 1.2 It is the responsibility of every person to make sure that the range is safe and that usage and shooting occur according to these rules. If you do not obey these rules, you may be subject to disciplinary action up to and including exclusion from the club and its facilities.
- 1.3 To report unsafe behaviour, please note all relevant details, including date, time, description, and photos, and send to the Committee at committee@randwick-archery.org.nz.



- 1.4 **Safety**
- 1.5 The Live Range Flag must be flying at the entry of the range (outdoor) or Live Range signs must be visible at all entrances (indoor).
- 1.6 Shooting Process:
 - (1) You must not set up your target unless there are no archers on the shooting line and it is safe to do so.

- (2) You may not commence shooting unless clearance has been given to join the shooting line. When you have finished shooting, you must step off the shooting line and move to the waiting area.
- (3) You must not collect your arrows until all archers are off the shooting line and clearance is given.

- 1.7 Targets must be securely fixed to the ground with the provided pegs.
- 1.8 You must only shoot arrows toward the target butts. You must shoot in a safe and controlled manner.
- 1.9 You must draw your bow safely, (ensuring it won't shoot beyond the safety zone).
- 1.10 You must not use a compound bow with a draw weight exceeding 60 pounds at club provided target butts.
- 1.11 You must not use arrows with broadhead points as they cause extreme damage to club target butts. If you are found to be doing this, your membership may be terminated.
- 1.12 Dogs (or other animals) must be on a leash and remain behind the shooting lines while shooting is in progress. Dogs must not be off leash at anytime.
- 1.13 If it becomes unsafe to continue shooting (e.g., a person or dog enters the active range), you must stop shooting immediately, remove any nocked arrow, and await further instructions from the field captain or range supervisor.
- 1.14 You must not shoot while under the influence of alcohol or drugs (prescription or illicit) which affect your senses or judgement.
- 1.15 Archers under the age of 14 must be actively supervised by a parent, caregiver, or coach while shooting at the range.
- 1.16 In the event of any conflict arising between an archer and a member of the public which cannot be resolved and results in it becoming unsafe to shoot on the range, the archer must temporarily interrupt their shooting until it is once again safe.
 - (1) Please obtain as much detail about the issue as possible (including ideally a photo and/or video of the person/animal, name of the person, contact number, physical description, circumstances) and contact the Committee as soon as possible so that the relevant authorities may be contacted.

1.17 **Usage**

- 1.18 The outdoor club is a 24/7 shooting range, with limited external shooting targets. There are designated club hours, and these are outlined on the website.
- 1.19 Outside standard club hours, the range is available with fixed butts on the long range available for shooting.
- 1.20 The indoor range operates as shooting range, with limited shooting targets and limited open hours. There are designated club hours, and these are outlined on the website.
- 1.21 The club runs national, regional and club tournaments or events. During these times the range may be closed to other members, as priority is given to the events.
- 1.22 Organised scheduled shooting activities listed in the club calendar, such as youth programmes, league shoots, beginner courses, club shoots, and other scheduled shoots

take priority over casual shooting. Archers may use the range if space is available during these times.

- 1.23 Parking on the Club Grounds can only be behind the waiting line (5 meters from the shooting line).

1.24 **Lane layout and shooting process**

- 1.25 The range must be laid out to maximise public safety.
- 1.26 Distances of greater than 70 m must not be shot on the short range (on the left side of the range).
- 1.27 The short range (on the left side of the range) are prioritized for Youth Archery, Beginners Courses or specific coaching sessions.
- 1.28 Prioritise filling in the lanes from the long range (far right), do not set up a target in a middle lane if there are spare target spaces on the right.
- 1.29 The range can be split into two shooting lines with a minimum of 5 shooting bays between the two lines. A bay is outlined by the yellow markings on the shooting line. If there are less than 5 bays, the range must operate as a single line and all archers must shoot and collect their arrows at the same time. Mark out the bays with cones as required to separate the shooting lines.
- 1.30 Consideration and cooperation are important. Please share targets whenever possible and do not unduly hold up other archers from collecting their arrows.
- 1.31 You must return and store club equipment and leave the range tidy. You must remove your rubbish including shot-out target faces and/or utilise the bins provided.

2. **Membership and Fees**

- 2.1 Membership categories and eligibility are defined in the constitution. Membership acceptance, resignation or revocation is outlined in the constitution.
- 2.2 As part of membership, you are automatically affiliated with Archery New Zealand, and Wellington Archery Association. The dues for these are covered by your membership fees.
- 2.3 To participate in a beginner's course, a prospective individual must be 12 years old or older. Coaching for under 12-year-olds is at the discretion of the individual coach.
- 2.4 Price for Beginners course is determined by the Committee and reviewed annually. This will be included on the website.
- 2.5 Membership Fees are set at the Annual General Meeting each year and require a vote of the membership. Current membership fees are updated on the external website and in Club guidance materials.
- 2.6 If a member resigns part way through their 12 month membership, a partial refund (representative of the % of the months in the year) may be provided if the remaining time is more than 4 months left on their membership.
- 2.7 Club Affiliations

- 2.8 Randwick Archery Club affiliates itself with the following organisations and below outlines the expectations of members.
- (1) **Archery New Zealand** – Randwick Archery Club while operates as an independent club, has chosen to affiliate with Archery New Zealand. Our affiliation enables automatic registration of our members to Archery New Zealand, and the club pays the membership fee for any member (excluding affiliate members). This is paid from Randwick Archery membership fees. As a club we subscribe to the governing shooting rules for Archery New Zealand, and therefore World Archery.
 - (2) **Wellington Archery Association** – Randwick Archery Club while operates as an independent club, has chosen to affiliate with Wellington Archery Association. Our affiliation enables automatic registration of our members to Wellington Archery Association, and the club pays the membership fee for any member (excluding affiliate members). This is paid from Randwick Archery membership fees. As a club this enables participation in regional events and support to help enable successful archery clubs in the region.

3. Range Keys and Range Supervisors

- 3.1 Key access to the outdoor range is a privilege and responsibility for club members who demonstrate responsible and safe shooting according to the range rules. This privilege allows club members to access the outdoor range at any time and to shoot during non-club hours, except when a scheduled event (such as a tournament) takes priority.
- 3.2 This key opens the three club containers – each with 2 locks. It is a security key which is unable to be duplicated and must not be lent to other members. The key must be returned when the need or membership status of the keyholder changes, or upon request by the Randwick Archery committee.
- 3.3 In order to get a key, individuals must commit to being a Range Supervisor (previously named key holder), and acknowledge they have a high level of responsibility. This includes being a primary point of public contact while the range is in use, and having a level of responsibility for the conduct of non-keyholder members and visitors whilst they are on the range.
- 3.4 Range Supervisors are expected to open the club during club hours at time periodically throughout the year. This is by assignment as defined by the committee, but Supervisors are able to swap duties.
- 3.5 The Committee maintains a central record of all members who are a Range Supervisor.
- 3.6 Range Supervisors must be familiar with proper use of range signage and required safety materials, and ensure that these are set out properly and are packed away securely when leaving, unless passing onto another Range Supervisor who agrees to take this responsibility
- 3.7 Range Supervisors are required to:
 - (1) If you are opening the range:
 - (1) Set up the Live Fire Range Flag
 - (2) Open Container 1 and Container 2

- (2) During your supervision
 - (1) Ensure that safe practices are observed by all archers, and direct any archers to comply if necessary.
- (3) If a health and safety incident occurs, they must notify the Committee after the initial management of the incident is resolved
- (4) If you are the closing the range
 - (1) Remove the Live Fire Range Flag
 - (2) Turn off the lights.
 - (3) Close and Lock the Containers
- (5) Undertake other duties outlined in the Range Supervisor Role Summary, which is located on the Noticeboard and can be updated by the Committee as required.
- (6) A Range Supervisor can close the range due to weather conditions. If this occurs the Range Supervisor is to communicate this to members through our social media channels.

3.8 To become a Range Supervisor, you are to request this by emailing the Committee. Application requirements are generally (although the committee may make exception if required):

- (1) The member has a current Senior, Junior (above 18 years) or Non-shooting membership.
- (2) The member, has had at least twelve months of continuous club membership at this level.
- (3) The member submits and returns a clear police vetting conduct – to be conducted by the committee.
- (d) Undertake a review of the range practices with a member of the committee.

3.9 The committee can revoke the responsibility of a Range Supervisor if the member breaches the constitution or bylaws. This would be discussed with the full committee, before informing the member.

3.10 A Range Supervisor can resign from duties by emailing the Committee.

4. Coaching

4.1 These rules covers all coaching done at the behest of the club, including at courses, programmes, group events, and any other sessions organised through the club. Coaches may also privately offer individual or group coaching.

4.2 Randwick Archery provides coaching through public and targeted group (i.e. secondary school) beginner courses, and secondary school focused development programmes. Coaching of any beginner or archer is at the sole discretion of each coach. Any coach may refuse coaching for any reason, particularly to observe and uphold the safety of members of the club and public.

- 4.3 Coaches are members who have a current Archery NZ or equivalent coaching qualification. They have become experienced at coaching in a leadership role and are able to mentor Assistant Coaches. Coaches must be at least 16 years old due to the level of maturity and responsibility required.
- 4.4 To support the development of the coaches, the committee may appoint a Coaching Coordinator – who works with the Committee and coordinates the Coaches/Instructors, helps organise the courses, and deals with coaching enquiries that come to the club, is the main point of contact for coaches, determines Coaches required for events.
- 4.5 Assistant Coaches are members who are keen to help with courses or learn about coaching. They have been an archer and are interested in providing support to the club. They don't have an Archery NZ coaching qualification but have expressed interest in undertaking a future coaching course. They are overseen by a Coach.
- 4.6 We encourage all interested members to pursue coaching qualifications through Archery NZ or equivalent accreditation programmes. Information can be provided by the President.
- 4.7 Randwick Archery club requires that all Coaches undergo a vetting process with NZ Police every 5 years. Police vetting is a common requirement when working with children, the elderly, or vulnerable populations as part of an organisation. The vetting process requires applicants to fill out a form containing basic demographic and contact details. The results are sent only to the selected committee member who shares the result with the applicant. Anything disclosed or resulting from the vetting process will be confidential to the selected committee member, who may then choose to discuss it with the President if required.
- 4.8 Coaches and Assistant Coaches will be familiar with and follow all club rules, relevant Archery NZ rules, and the Archery NZ Member Protection Policy. Coaches are also expected to model these rules/policies to the people they teach.
- 4.9 Often Coaches/Assistant Coaches will be the first club members that people meet and as such it is important to represent the club in a friendly, professional, and polite manner. Beginner courses are our highest-contact touch point with the public. In particular, beginner course coaches can make a profound and lifelong impact on their students and this is often how new members become familiar with, fall in love with, and join our club. Care must be taken in the coaching of children or young people. Bullying, discrimination, and negative behaviour in any form are not tolerated.
- 4.10 Beginner courses must be taught in alignment with the Archery New Zealand Coaching manual and follow a specific course of training. This is maintained by Archery New Zealand.
- 4.11 If there are disagreements or conflicts between coaches, these must be handled outside of a coaching event (i.e. not in front of the participants). Coaches are expected to work to resolve conflicts first themselves; any disputes unable to be resolved may be referred to the Committee via the current Complaints Procedure.
- 4.12 Beginners Courses have a minimum of two coaches (Coaches or Assistant Coaches) per course. This could be two Coaches, or a Coach and an Assistant Coach. To ensure a quality level of coaching, and for the safety of attendees and instructors.
- 4.13 Information about the registered attendees for each course will be provided to Coaches by the Committee as early as possible prior to the start of each course.

- 4.14 Development/Advancement programmes may be run for club members. Each of these Development programmes has its own schedule of activities and frequency – and will be advised by the Coach.
- 4.15 Youth Archery Coaching sessions are taught by the committee nominated coach to supervise Youth Archery programme.
- 4.16 If a Coach/Assistant Coach has committed to a coaching event but for whatever reason is not able to coach/help on that day, they must try and arrange a replacement as early as possible.
- 4.17 Randwick Archery makes payments to Coaches, and Assistant Coaches in recognition of their time spent contributing to club coaching and as a contribution towards their expenses incurred. There are no written or implied contracts for employment or contracts for service. Randwick is not registered for GST so no GST or other taxes are applied to payments.
- 4.18 Coaching volunteers are eligible for payments only once they have completed a full beginners course, or other prescribed/agreed course by the committee.
- 4.19 Payments are made at a specific rate for each agreed coaching session and are credited to their club account for all coaching volunteers. The rate is credit for the completion of a beginners course. Coaches are paid \$50 for a beginners course, and \$30 for assistant coaches – this is regardless if they are primary or secondary coach for the sessions.
- 4.20 Personal and health information about participants and members must be handled in accordance with the Privacy Act 2020. Briefly, this means that personal information can only be used for the purpose for which it was collected, and that it must not be shared outside of Randwick Archery.
- 4.21 Coaching of minors must be provided under supervision and must occur during usual range opening hours to ensure child protection.
- 4.22 Coaches may be interested in providing private coaching to other members. This can be done with no affiliation to Randwick Archery. If coaching to non-members of the club, appropriate mound fees must be paid.

5. Club Equipment

- 5.1 The club maintains a range of equipment available for use by members. These are categorised into 3 areas:
 - (1) Archer Gear: This includes Bows, Stabilisers, Arm Guards, Finger Tabs and Chest Guards.
 - (2) Archery Target Butts and Target Faces: A range of different faces aligned with Target Archery, including 3D targets and mobile target butts.
 - (3) Broader Archery Equipment: Arrow cutters, metal detectors etc.
- 5.2 Members are able to use the equipment during club hours, or if a Range Supervisor opens the range outside of club hours.
- 5.3 Equipment is maintained by the Field Captain in conjunction with the committee. If there are any damaged equipment, please report to the Field Captain.

- (1) Broken Arrows / Fletching – should be placed in the Repair box
 - (2) Additional Arrow Rests are available if required for club bows.
- 5.4 Equipment is not able to be removed from site, without prior approval. Information on loaning equipment is outlined on the Club Notice Board and is subject to change by the committee.
- 5.5 Information about the Club, Equipment and general use is available on the website.

6. Health & Safety

- 6.1 These guidelines are to be read and used in conjunction with the World Archery, and Archery NZ Rules of Shooting.
- 6.2 Health & Safety standards will vary from practice, club shoot or archery event. All the requirements relating to health and safety are governed by the Health & Safety at Work Act 2015.
- 6.3 Compliance with Health & Safety requirements is important during all activities at the club.
- 6.4 Health & Safety Policy for Organised Shoots (Tournaments or other organised club shoots):
- (1) The Field Captain has the overall responsibility for the running of the shooting range and must be aware of the Health & Safety requirements during the shoot. Prior to the commencement of the activity the Field Captain for the event will be identified by the Event Committee.
 - (2) Shoots are to be organised in accordance with World Archery and Archery NZ rules and all who have to any extent control of premises or site at the event (including members of Archery New Zealand, World Archery, Oceania Archery and their respective volunteers).
 - (3) The Tournament Organiser / Field Captain is responsible for ensuring that:-
 - (1) Everything reasonably practicable is done to ensure the health and safety and welfare of those attending, watching the shooting and general public in the area.
 - (2) Archers conduct themselves so that they do not put themselves or anyone else at risk.
 - (3) Access to and egress from the range is safe.
 - (4) Report to the Club and / or Organising Committee any unsafe practise, condition and most of all person(s) at risk of harm.
- 6.5 In Case of Emergencies
- (1) Emergency Services must have access to all parts of the range at all times and members and visitors must not park vehicles so as to obstruct access.
 - (2) First Aid points are clearly marked.
 - (3) In the case of an emergency, archers or members of the public should contact the Committee following the immediate management of an issue.
 - (4) All shooting must stop immediately.

- (5) The first aid kit is located within the first two containers
- (6) Field Captains and range supervisors are required to carry a working mobile phone during the course of the activity/event.
- 6.6 Club Access Routes: Pedestrian and vehicle access routes to and from the car parks must be clear at all times, safe and clearly identified.
- 6.7 Duty of Care of Participants
 - (1) It is further their responsibility to decline any shot that they consider too dangerous, and report to the Range Supervisor / Committee any matter that they deem to be hazardous to the health and safety of any participant or spectator.
 - (2) Participants can also be in breach of the bylaws by not adhering to the rules and regulations specific to the archery club which result in negligence caused by their own acts or omissions.
- 6.8 Personal Protective Clothing: It is the responsibility of each Archer to take whatever steps they deem necessary to ensure their personal safety and protection against equipment failure, in addition to the elements of weather and terrain. In the case of a junior, the onus is on the parent or appointed guardians to ensure those in their care are protected.
- 6.9 Closed toe footwear is a mandatory requirement on the shooting range it is up to the individual to ensure that they comply with this.
- 6.10 Health & safety procedures during regular shooting
 - (1) Safety of others comes first. It is the responsibility of every archer to make sure that the range is safe
 - (2) Prior to a competition or practice session the individual or Range Supervisor must inspect the signage around the boundary to ensure it is in place and clear
 - (3) A hazards register located within the club is used to eliminate, isolate or minimise any existing or newly identified hazards.
 - (4) Any issues, accidents or incidents are to be written up and sent to the Committee
- 6.11 During a registered tournament/club shoot a Director of Shooting is assigned. The Director is responsible for safety on the range during shooting and will notify archers by either alarm or whistle if shooting is required to cease for any reason (e.g.: unleashed dogs entering the field).

7. Visitors

- 7.1 Any archer who is not a Randwick Archery member but is a current or past member of an archery club affiliated with Archery NZ/World Archery, NZFAA/IFAA, may ask to use a range as a visitor, at the discretion of the Committee and ensure that a member will actively supervise the visitor. Archers attending registered events are not considered visitors.
- 7.2 As with any archery club, if any Randwick member is of the view that the visitor is acting dangerously or inconsiderately, they are to direct the visitor to stop immediately and may either ask the visitor to correct their behaviour or to leave the range.

- 7.3 Visitors must cease shooting when requested by the Range Supervisor e.g. when the member intends to leave and lock up the clubroom and range, or if the visitor's actions or attitude cause concern.
- 7.4 All visits by non-members incur a \$10 per visit cost payable by electronic transfer to the club's bank account. Visitors found to be shooting without payment may be asked to leave the range and their future visitor access may be denied.
- 7.5 The Committee or Range Supervisor may decline the archer's request to use the Randwick Archery Range.
- 7.6 Visits to the ranges are unlimited at the discretion of the Committee noting the \$10 per-visit fee. We encourage visiting archers who enjoy our club more than a few times to apply to join as an associate or full member; this recognises their use of club resources such as our target materials.
- 7.7 The Committee has discretion to rescind visitor access at any time.

8. Sponsorship

- 8.1 Club sponsorship funds are available to support current Randwick Archery Members Senior/Junior/Life/Non-shooting club members who have been selected by Archery New Zealand to represent New Zealand at international events – in either a shooting or supporting role (coach or team manager). The funds may be granted on a case-by-case basis of the committee, up to a maximum of \$1000 (Oceania, Australasia) or \$2000 (outside Oceania or Australasia).

Application Process

- 8.2 Members may apply by completing a form at least one month before the start of the event, indicating:
- (1) where and when the event is to be held
 - (2) expected cost of the event and itinerary for the member
 - (3) how much the member wishes to apply for
 - (4) how the member has supported Randwick Archery so far, and
 - (5) how the member intends to continue supporting Randwick Archery in the future.
- 8.3 Applications will be reviewed at the next available committee meeting and included in the Sponsorship Register. As the archery community is small, reasonable efforts will be made to address any conflicts of interest (real or perceived).
- 8.4 In assessing applications the committee shall consider length of membership, participation in club working bees, club postal shoots, have a go day, supporting club tournaments, support for youth archery and beginning archers, involvement in fundraising, coaching or other visibility and availability to club members.
- 8.5 The committee will also consider the balance of funds available and the number of likely applications each year.
- 8.6 Successful applicants must provide a brief written report to the club regarding their experience at the event. They will also be encouraged to speak with other members about

their experiences, such as holding a discussion with the youth programme or at a club shoot.

- 8.7 Failure to provide this brief written report may result in future sponsorship applications being declined.
- 8.8 Successful applicants will need to provide proof of a NZ bank account number to receive funds.

9. Ground Management / Maintenance

- 9.1 The range will be regularly maintained, under the guidance of the Field Captain in conjunction with the committee. A lawn mowing schedule will be developed by the Field Captain, and certain members may be given approval to be included on the schedule.
- 9.2 Working Bees will be held twice per year, in order to clean up the range and ensure it is presentable. It is encouraged that members attend at least one working bee per year.

10. Tournaments

- 10.1 Tournaments are arranged each year by the Field Captain, in agreement with the wider committee.
- 10.2 Applications for hosting events such as WAA or ANZ tournaments are done with the support of the committee.
- 10.3 An Event Committee will be established to oversee all registered events. This will be led by the Field Captain and supported by at least 2 other committee members to ensure the appropriate management of the event.

11. Trophies

- 11.1 Randwick Archery has several trophies, which are given at the discretion of the Committee (except the Presidents Trophy which is at sole discretion of the President).
- 11.2 Details of our Trophies are outlined on the website.