



## **MARTLETS GUILD OF ARCHERY COACHING**

Official Coaching Organisation of Sussex County Archery Association  
Founded in 1981 by Philip J van Buren, Senior Coach



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# **CONSTITUTION of MARTLETS GUILD OF ARCHERY COACHING**

Updated January 2025

To Be: Ratified at the Guild AGM, February 2025

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### Note:

In the context of the Constitution, the following abbreviations and expressions are used:

<b>Guild</b>	<b>Martlets Guild of Archery Coaching:</b> the official Coaching Organisation in Sussex
<b>AGB</b>	<b>Archery GB:</b> our parent body that governs Archery in the United Kingdom.
<b>SCAS</b>	<b>Southern Counties Archery Society:</b> the Regional governing body we belong to.
<b>SCAA</b>	<b>Sussex County Archery Association:</b> the County archery body we are affiliated to.
<b>RCC</b>	<b>Regional Coaching Committee:</b> the SCAS coaching group comprising of all 14 CCO's from the 14 Counties in SCAS, to which Sussex (Martlets) affiliate. The RCC is chaired by the RCO who is elected by all the County Delegates at the SCAS AGM in London.
<b>RCO</b>	<b>Regional Coaching Organiser:</b> Chair of the SCAS Coaching Committee.
<b>RRO</b>	<b>Regional Renewals Officer:</b> responsible for renewing County Coaches in SCAS
<b>CCO</b>	<b>County Coaching Organiser:</b> who is responsible for all coaching activities within the County's Coaching Organisation, in our case <b>Martlets Guild</b> , by liaising with all the various Officers; CDO, ADO, CRO, Chair, Secretary & Finance Officer.
<b>CRO</b>	<b>Martlets Coach Renewals Officer; Sussex County (SCAA)</b>
<b>CDO</b>	<b>Coach Development Officer:</b> responsible for Martlets Coaches' development.
<b>ADO</b>	<b>Archer Development Officer:</b> responsible for the development of Sussex archers.
<b>AGM</b>	<b>Annual General Meeting</b>
<b>EGM</b>	<b>Extraordinary General Meeting</b>



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## 1. NAME

The name of the Sussex County Coaching Organisation, which is an independent constituted body affiliated to Sussex County Archery Association (SCAA), representing all Coaches affiliated through Sussex, shall be called the **Martlets Guild of Archery Coaching**, hereinafter referred to as **The Guild**. Apart from its members, the Guild is answerable to the Southern Counties Archery Society Regional Coaching Committee (SCAS RCC) & Archery GB (AGB) Coaching.

## 2. OFFICE

The Office of the Guild for the time being shall be the address of the Guild Honorary General Secretary. Failing the appointment of a Guild Hon. Gen. Sec., the Chair's address will suffice.

## 3. OBJECTIVES/MISSION STATEMENT

- (a) The objectives of the Guild shall be to promote and encourage the highest standards of archery within Sussex, and beyond if requested, through coaching, instruction, Squad coaching events for the County Teams, and provide World Class Coaching CPD for Guild Members in the form of coaching clinics, seminars and assemblies, coach training and advance training seminars for all levels of coach.
- (b) Nothing in these Rules shall be construed to contravene those of Archery GB Coaching.

## 4. MEMBERSHIP

Membership shall be open to any member of AGB Coaching who affiliates to Archery GB through a Sussex Club or is a Direct Member of AGB who has nominated Sussex as their Parent County.

## 5. CONDITIONS OF MEMBERSHIP (to be read in conjunction with Rule 12)

- (a) All members shall accept the jurisdiction of the Guild as representing Archery GB Coaching within the County of Sussex and shall conform to this Constitution and such Rules and Regulations as may, from time to time, be determined by the Guild Executive.
- (b) Members shall:
  - i. Be a current affiliated Member of Archery GB.
  - ii. Be active in coaching.
  - iii. Meet the standards as laid down by Archery GB Coaching.
  - iv. Hold a current Coaching Qualification.
- (c) To retain a current Coaching Qualification, by ensuring a successful tri-annual certificate renewal, Guild Members have to submit a Renewal Claim Form with their complete Work Record and CPD list of ALL coaching activities, to the Coach Renewal Officer, for review by the County Renewals Panel, at the latest **by** every 3<sup>rd</sup> anniversary of their certification, plus proof of their Safeguarding status (**see NB below**). However, members are also required to send an **annual** Work Record to the CRO in October, so advice and help can be offered to enable a trouble-free renewal after 3 years.

**NB.** i. **Be advised;** the new AGB/UK Sport requirements for Child Protection Awareness in Sport Safeguarding Training every 3 years, now necessitates an "in person" course to be undertaken every



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alternate renewal. This is now **mandatory** and without this Safeguarding in Sport Awareness Certificate, Coach Renewal certification will be suspended or terminated along with Martlets Membership, pending gaining the appropriate required Safeguarding Awareness certification.

(d) Membership will therefore be terminated automatically should any member fail to meet any of the above requirements.

(e) **Be aware, AGB requirements often change, so check with the CRO what applies to the respective coaching grades when renewal is imminent:**

- i. Currently, CPD points are not required for renewing the “old” Level 1 Coach grade unless higher grades are sought by the coach for coach status progression.
- ii. Session Coach, Level 2 & Development Coach **DO require CPD points for renewal purposes.** ALL these coach grades are reviewed by Martlets’ County Renewal Panel.
- iii. County Coach & Programme Coach still send their renewal to the Regional Renewal Panel and Senior Coaches send to the National Renewal Panel. *(as at July 2024).*

### 6. MANAGEMENT & OFFICERS

- i. **Chair**
- ii. **Vice-Chair**
- iii. **County Coaching Organiser (CCO)**
- iv. **Honorary General Secretary**
- v. **Finance Officer (Treasurer)**
- vi. **Coach Renewal Panel Officer for Sussex (CRO)**
- vii. **Coach Development Officer (CDO)**
- viii. **Archer Development Officer (ADO)**
- ix. **Mixed Media Officer/Webmaster**
- x. **Up to 2 County (or Programme) Coaches**
- xi. **Up to 2 Coaches: either L1, L2, Session or Development Grades**

In addition, there may be:

- a) **A President**
- b) **Up to 2 Vice Presidents (ideally one Lady and one Gent)**
- c) **A Minutes Secretary**
- d) **SCAS Regional Delegate:** The CCO or a delegated representative shall represent the Guild on the SCAS Regional Coaching Committee and may be required to attend Southern Counties Regional meetings in London at SCAS HQ.



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### 7. CO-OPTED OFFICERS & COMMITTEE MEMBERS DUE TO ABSENTIA

- (a) The Committee reserves the right to co-opt (or appoint) any active member of the Martlets Guild to the Committee to fulfil any post in the event that the elected Committee post-holder has become unavailable temporarily, for any reason, mid-term.
- (b) This co-option will be a fixed term appointment to cover the temporary absence only. However, should the absence become permanent, the co-opted member will need to be formally proposed, seconded and voted on at the next General Meeting.
- (c) In the event of a post holder's resignation, the Committee will appoint a replacement as per (b) above until the Guild either ratifies, or contests, the post at the next AGM or EGM.
- (d) **Process**

A minimum of 3 Committee members, including the proposer, will need to agree to the co-option decision. The co-opted member, along with the proposers' names shall be entered in the next Committee meeting Minutes along with the details of the vote result.

#### Extended illness/prolonged holiday cover

If possible, the incumbent Officer is requested to arrange with a committee colleague to cover their post during their absence. However, in an emergency the Chairman will be expected to appoint an interim Officer, with the rest of the remaining committee supporting this decision. This temporary Officer will serve until the co-option process can be completed at a General Meeting.

Should the Chairman be unavailable/indisposed, the CCO will act as Chair until such time as the Chair returns for this decision process.

Unless completely unavoidable, the roles of Chair, Treasurer and CCO should remain as separate individuals. However, should this situation occur, the co-option process must be started immediately, and an EGM needs to be called as soon as is practicable.

### 8. QUORUM

A quorum for the Guild Executive shall be **FOUR** people. Some posts may be doubled up or shared, but no Officer can hold more than **TWO** posts simultaneously, i.e. the roles of Chair, Secretary and Treasurer must, except in exceptional & recorded circumstances, be held by separate individuals.

However, all other roles can be held/shared, with the guidance that an individual holds no more than 2 roles. In all circumstances, Guild Executive Committee members will only have one vote despite the possibility of having more than one post.



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### 9. CHAIR & VICE-CHAIR

The Chair and Vice Chair shall both be elected by the Executive Committee from its members at their first meeting following the AGM.

### 10. RESPONSABILITIES OF THE CHAIR

- (a) The Chair is responsible for calling and chairing ALL meetings; regular and extraordinary. Besides maintaining order and protocols at all times, the Chair will be the final decision maker in the event of a tied vote. The Chair's word will be final especially in matters of protocol.
- (b) In the absence of the elected Chair, the Vice-Chair will temporarily assume all the Chair's duties and their word will carry the same weight as that of the elected Chair at all times until the elected Chair's return. Anyone disputing the substitute Chair's decisions or undemocratically undermines them, will be subject to disciplinary measures and possible expulsion from Martlets. Such decisions will be decided and ratified by the Executive Committee upon the Chair's return and both AGB and SCAS will be notified accordingly.
- (c) In all voting matters, should there be a tied vote, the Chair's decision will be final and will not be questioned by anyone. Before making such decisions, the Chair may consult with the President.

### 11. COUNTY COACHING ORGANISER (CCO)

- (a) Complying with Archery GB Coaching, the CCO shall be elected annually to office by the Guild at the AGM. The CCO shall notify the Regional Coaching Committee of such appointment and attend any/all of the Regional Coaching meetings, usually held in London.
- (b) Should the CCO wish to retire, the Guild shall receive twenty-eight days' notice.
- (c) If the office of CCO becomes vacant other than at the time of the AGM, it shall be filled until the next AGB by a willing co-opted Guild Member. If nobody can be co-opted, the Chair or Vice-Chair will temporarily act as CCO, either until a suitable volunteer is co-opted or the next General Meeting.

### 12. RESPONSABILITIES OF THE CCO

- (a) The CCO shall have the responsibility for the Coaching Organisation within the Sussex County, including all coach training, ensuring that standards meet those laid down by AGB Coaching.
- (b) The CCO shall have overall responsibility for maintaining the coaching standards within the Guild ensuring all Coaches remain competent and up to date by means of CPD, even though it is the responsibility of all members, singularly and collectively, irrespective of grade.
- (c) The CCO shall be responsible for ensuring that CPD in the form of seminars, practical workshops, coaching assemblies, planning meetings, coaching days, etc. are organised, by regularly liaising with both the CDO & ADO."

### 13. COUNTY RENEWALS OFFICER (CRO)

(NB National policy states) a Renewals Panel Officer is usually a Senior, County or Level 2 Coach, but **the Renewal Panel is always chaired by the most senior graded coach in the County**, i.e. Senior Coach. If a Senior Coach is not available, a County (Programme) Coach & so on, will suffice.



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### 14. RESPONSIBILITIES OF THE CRO

The CRO is responsible for sending reminders to expiring Level 1 (*Session*) Coaches and Level 2 (*Development*) Coaches in Sussex, reviewing the Certificate Renewal returns from said coaches with help from the Renewal Panel and notifying the coach of the outcome of their renewal application.

**(a) COUNTY RENEWAL PANEL (CRP):** Besides the Chair, the Panel should comprise of 2 other higher-grade coaches [see **(b)** below]. All panel members will review the submitted Work Record, relevant Child Protection training Certificate and relevant CPD points, that are all determined by AGB Coaching directives.

#### **(b) CERTIFICATE RENEWAL PROCESS**

The CRO, & Panel composed of Senior & County (*Programme*) Coaches, reviews their Child Protection training, coaching work done and CPD points gained over the preceding 3 years and then notifies both Archery GB and the renewing coach of the Panel's findings. This could mean either a congratulatory email if successful or suggested remedial work should there be a shortfall of appropriate work, incorrect child protection training and/or CPD points.

### 15. CERTIFICATE SUSPENSION & WITHDRAWAL:

Should there be a shortfall in CPD, Child Protection Training Certification or actual coaching evidence, additional time may be offered to make amends, before revoking the coach's certification. Cases of non-compliance will result in dismissal and certificate withdrawal, endorsed by AGB.

**(a) DISPUTED CERTIFICATE SUSPENSION:** In any dispute over Certificate refusal or revocation, the Member can take the matter to the Regional Coaching Committee. Should the Member still be dissatisfied with the RCC's decision, they can take their grievance to the AGB Case Management Committee, at their own expense. It is advisable to seek advice from the Regional Coaching Organiser (RCO) before contacting the Case Management Committee to avoid unnecessary expense.

### 16. COACH DEVELOPMENT OFFICER (CDO)

In compliance with AGB, the CDO is responsible for organising CPD events in liaison with the CCO, to enable Coach Development opportunities for all levels of Coaches in the form of workshops, seminars, conferences, meetings, forums and practical coaching events. The CDO will be elected annually at the AGM. Should there be a need, the CDO job may be combined with that of the ADO.

### 17. ARCHER DEVELOPMENT OFFICER

In compliance with AGB, the ADO is responsible for organising coaching events in liaison with the CCO & CDO, for the benefit of the County's archers, be it practical workshops, 1:1 coaching or group coaching events including any Sussex County Team training &/or Senior and Junior Sussex Team development sessions in liaison with the County Team management personnel. The ADO will be elected annually at the AGM.





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### 18. MIXED MEDIA OFFICER / WEBMASTER

Responsibilities may include, but not limited to, publicity, Martlets clothing and event advertising, a notification platform for Committee decisions, website & electronic media management, liaising with ALL Martlets Members and the Sussex County Archery Association Webmaster. This position could easily be shared/assimilated with other Officers' duties.

### 19. FINANCE OFFICER AND ASSETS OF THE GUILD

(a) The funds of the Guild, shall, for the time being, be banked and administered by the Finance Officer/Hon Treasurer in consultation with the Guild Executive.

(b) Should there be no Finance Officer to administer the account, the Chairman, CCO and Hon. General Secretary will jointly administer the Guild's funds.

(c) Cheques & electronic bank payments, shall be counter-signed by **ANY two** of the three signatories:

Chairman of the Guild  
Finance Officer  
CCO

(or Hon. General Secretary if no Finance Officer – see (b) above)

### 20. FINANCIAL YEAR

The financial year of the Guild shall end **TWO** months before the AGM and the Balance sheet, together with an Income & Expenditure account of the Guild's Assets, shall be presented to the Guild at its Annual General Meeting (AGM) having been certified by the Honorary Auditor.

### 21. HONORARY AUDITOR

An Honorary Auditor, who shall **not** be a member of the Guild Executive Committee, shall be appointed at the Guild's AGM.

### 22. MEETINGS OF THE GUILD

The Guild shall be required to convene at least three meetings per year, one of which will include the AGM. These meetings could be in the form of planning meetings, all day seminars or conferences, half day or evening CPD events, or just an open forum to ensure good communication.

### 23. ANNUAL GENERAL MEETING (AGM) & EXTRAORDINARY GENERAL MEETINGS (EGM)

- i. The AGM shall be held during the period of November 1<sup>st</sup> to the end of February. The Guild shall convene its AGM at a date and venue to be decided by the Guild Executive and may be staged following the SCAA AGM on the same day and at the same venue to save expense.
- ii. Nominations for Officers should be lodged with the Hon. Gen. Secretary, in writing, before the meeting or Chairman, should there be no Hon. Gen. Secretary.



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- iii. The notice of the AGM and its Agenda, together with an Instrument of Proxy, shall be circulated to the membership physically and/or posted on the Martlets Guild website at least twenty-one (21) days beforehand and shall contain the following items:
  - a. To elect the President and Vice-Presidents for the ensuing year, if felt desirable.
  - b. To elect to Honorary Life Membership any suitable persons for exemplary service to the Guild.
  - c. To elect the Officers & Members of the Guild Executive Committee for the forthcoming year.
  - d. To consider and approve the financial statement for the year just ended.
  - e. To elect an Honorary Auditor for the ensuing year.
  - f. To consider any proposals applicable to the Guild, and submitted prior to the notice of AGM, including amendments to the Constitution.
- iv. Any Guild meeting can be upgraded to an EXTRAORDINARY GENERAL MEETING where Rules, Constitution or Policy changes can be voted on and be binding on the Guild, providing twenty-one (21) days' notice is given to the Guild in writing (physical or electronically) by the Guild Executive.
- v. EGM's can only be called by the Guild Executive OR by no fewer than six members of the Guild, with not more than any two from the same club.
- vi. Quorums for General Meetings must be no less than 20% (twenty percent) of the voting membership of the Guild, in person. This is additional to any Proxy Votes.

### 24. INSTRUMENT OF PROXY

- (a) In the case of non-attendance to any General Meeting, Proxy Votes shall be accepted only on numbered Official Instrument of Proxy, obtained from and returned to, the Hon. Gen. Secretary or in the absence of an Hon. Gen. Secretary, obtained from & returned to the Chair.
- (b) Any member submitting a Proxy Vote cannot then attend and also physically vote at any General Meeting. See Conditions on the Proxy Form overleaf.

### 25. VOTING & MAJORITIES

- i. Voting may be by ballot or show of hands; the majority shall decide on the issue.
- ii. All voting methods shall include submitted Proxy Votes as per Rule 24, above.
- iii. In all cases of a tie, the Chair of the Meeting shall have the casting vote.

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## Addendum:

### Facsimile of Instrument of Proxy

**N.B. Instruments of Proxy are obtainable from the Hon. Gen. Secretary only  
(or from The Chair if no Hon. Gen. Secretary)**

Facsimile of Instrument of Proxy

**NOT TO BE USED FOR ACTUAL NOTICE OF PROXY**

### MARTLETS GUILD OF ARCHERY COACHING

#### INSTRUMENT OF PROXY

I..... Coach Level.....Coach, of.....Club, (or Direct AGB Member (delete accordingly), being an Honorary/Executive Officer (state position) .....or Ordinary Member of the Martlets Guild of Archery Coaching, hereby appoint.....Coach Level..... Coach, of..... Club, or the Chair of the Meeting (delete as necessary) as my proxy to vote for me on my behalf at the Annual/Extraordinary General Meeting of the Guild to be held on.....and at any adjournment thereof unless relinquished by me in writing to the Honorary General Secretary at least 24 hours prior to such meeting adjournment.

Signed..... this date of..... 20.....

Delete as & where necessary:

.....oo0oo.....

This Instrument of Proxy can only be used at Annual and Extraordinary General Meetings of the Guild providing it is lodged with the Hon. General Secretary or Chair if no Hon. Gen. Secretary at least 48 hours before the said Meeting.

Besides 24 hours' notice re adjournments (see above), a minimum of 12 hours' notice is needed to revoke this Instrument, which must be lodged with the Hon. Gen. Secretary also.