

LACG Constitution

CONSTITUTION OF THE LANCASHIRE ARCHERY COACHING GROUP

1 NAME: The group shall be known as Lancashire Archery Coaching Group (the Group)

2 STATUS: The Group will be an independent body working primarily within the administrative area of the Lancashire Archery Association. (the County).

3 ADDRESS: The official address shall be the address of the current County Coaching Organiser.

4 OBJECTIVES: The objectives of the Coaching Group are:

i. To provide opportunities for all Coaches within the county to meet and discuss any matters appertaining to their Individual and group activities on behalf of the GNAS Coaching Organisation.

ii. To arrange, as required by GNAS, training of new Coaches and County Coaches, and to help all coaches within the county maintain, develop and up-date their skills.

iii. To ensure, within the limits of the group's membership and resources, coaching is available to all GNAS clubs and members within the county.

iv. To maintain a register of all GNAS Coaches within the county and monitor their activities in respect to the duties of their grade.

2 The committee will meet as and when required by circumstances but in any case not less than once each half-year. A quorum to be six, of which at least two shall be officers. The group will meet for business matters as and when required by circumstances but in any case not fewer than twice each year, in March and November, the latter date being the Annual General Meeting. A quorum to be one quarter of the membership or 10, whichever is the fewer.** Meetings of the group will be arranged from time to time for training and development purposes, such meetings generally having one or more presentations by members or invited guests. ** (Amendment made November 2006)

8 PAYMENTS:

8.1 Cheques may be signed by any two of CCO, Treasurer or Registrar.

8.2 Members will be entitled to claim travel expenses whilst attending committee or group business meetings or other meetings on behalf of the group at the second-class rail/local bus/metro fares or the GNAS rate current at the time for car mileage. Payment of expenses for attendance at any other meetings shall be at the discretion of the committee.

8.3 Payments will be made for all reasonable expenses in respect of any coaching services provided by the group and for which the group receives payment of fees and/or expenses.

8.4 No other payments, e.g. purchase of equipment, may be made without the approval of the committee

9 ROLES AND DUTIES OF OFFICERS:

9.1 County Coaching Organiser (CCO) The prime duties are as may be defined in the GNAS Coaching Manual or as amended from time to time by the GNAS Coaching Organization. In addition the CCO will: Prepare and distribute notices and agendas for all meetings. Ensure nominations for Officers are obtained and circulated to members four weeks prior to the AGM. Organize Leader and Coach Training courses or appoint a deputy to do to. Be the point of contact for archers within the county

and liaise for the group and individual coaches with LAA, NCAS, GNAS and any other outside organization such as the National Coaching Foundation.

9.2 Registrar will: Keep a register of all coaches being members of LAA Clubs and/or Direct GNAS members resident in the county. Members' details are not to be published outside GNAS without permission of the member(s) concerned. Ask all coaches to complete and submit an annual work record, such records being used as necessary by the committee e.g. in support of claims for funding from whatever source. Provide the CCO with information on coaches' work records for the purposes of endorsing Certificate Renewal Applications. Be responsible for welcoming new coaches into the county and ensuring they are aware of the group's meetings and activities, and of their responsibilities to the group. Act as secretary at all meetings, or arrange for a deputy to do so, and ensure minutes are recorded and maintained.

9.3 Treasurer will: Maintain one or more Bank Accounts with committee approval. Advise all business meetings of the current expenditure and balance in the bank account and produce annual Income & Expenditure Accounts and Balance Sheet for the Annual General Meeting of the group. If and when necessary, produce relevant accounts for the LAA Treasurer in respect of any funds to be accounted for by LAA. Be a preferred signatory for all payment cheques and be responsible for the deposit of all receipts in the current bank account, thus being able to maintain an accurate up to date record of all monies.

9.4 Librarian will: Maintain and be responsible for arranging storage of a library of books, video and audiotapes etc., which come into the possession of the group, together with handouts suitable for use on the various training courses likely to be undertaken by the group, and make reproducible copies of handouts available to any group member appointed to tutor a course. Indexes of available items to be prepared and maintained and copied to all members as and when completed or revised. Encourage members to make contributions to the handout stock. Devise a system for recording, monitoring and charging for the loan of all items, such loans being only available to group members

9.5 Equipment Officer will: Be responsible for arranging storage and maintenance of the Group's equipment and materials (other than that within the Library) and maintain an up to date inventory of it.

10 AMENDMENTS: This Constitution shall not be altered or amended except at an Annual General Meeting of the Group and proposed changes shall be notified to members 28 days in advance of the meeting. Changes shall require a majority of 2/3 (two thirds) of those attending who shall decide the effective date of any changes adopted.

11 DISSOLUTION: In the event the Group shall be dissolved or cease to exist, all the assets shall be offered to The NCAS Coaching Group or, if not required by them, to other County Coaching Group within the Region.

12 CHILD PROTECTION The Group will adopt the GNAS Child Protection Policy (This Clause added at the AGM, 22nd November 2005) Position of Child Protection Officer added as an Officer at the General Meeting, 19th November 2008.

This Constitution adopted at a meeting of the Group at Assheton Bowmen on Wednesday 26th November 1997