



*Cymdeithas Saethyddiaeth Maes Cymraeg*  
*Welsh Field Archery Association*

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# **The Constitution**

and

# **The Book of Rules**

**Issue 4.0**

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## **THE CONSTITUTION**

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## **1.0 NAME**

- 1.1 The name of the Association shall be the Welsh Field Archery Association (hereinafter abbreviated to WFAA).
- 1.2 The WFAA shall be affiliated to the International Field Archery Association (hereinafter abbreviated to IFAA).

## **2.0 PURPOSE**

- 2.1 To foster, promote, expand and perpetuate the sport of field archery in Wales and to promote in Wales the ideals expressed in the Preamble to the IFAA Constitution.
- 2.2 To establish standard rules, regulations, procedures, conditions and methods of administering the sport of field archery in Wales.
- 2.3 To govern and regulate the sport in Wales by providing a system through which individual archers can organise into clubs and whereby individuals and clubs can form a community of field archery across Wales whose activities conform to a common standard.
- 2.4 To market the sport to both archers and members of the public as a sporting recreation.
- 2.5 To conduct tournaments, to determine national champions.
- 2.6 To foster and promote a spirit of good fellowship and sportsmanship amongst all archers.
- 2.7 The WFAA does not support the use of the bow and arrow in the pursuit of hunting.
- 2.8 The WFAA shall conduct its shooting rules in accordance with the rules of shooting of the IFAA, except where specific deviations from the IFAA rules are described in the WFAA Book of Rules.
- 2.9 The WFAA is a non-profit making organisation. All profit and surpluses shall be used to maintain or improve the WFAA's facilities and/or services. No profit or surpluses shall be distributed outside the WFAA other than to another non-profit making body in the event of the winding up of the Association.

## **3.0 MEMBERSHIP**

- 3.1 There shall be 4 classes of membership:
  - a. Honorary Membership:  
For services rendered to the WFAA;
  - b. Social Membership:  
Granted to anyone who wishes to join the Association in a non-shooting capacity by the General Committee upon individual application and payment of the appropriate fee. Social membership shall carry all of the benefits of individual membership except that social members shall not be entitled to take part in any WFAA event as a shooting archer.
  - c. Affiliate Membership:  
Granted by the General Committee upon application from clubs and commercial field archery centres through the club/company and payment of the appropriate fee. (A club shall be considered to exist if three or more archers are shooting under an agreed club name);
  - d. Full Membership:  
Granted to anyone approved by the General Committee upon individual application and payment of the appropriate fee.
- 3.2 All annual subscriptions shall be payable upon the 1st day of January. If a member's

subscription has not been paid by the 1st day of February the defaulter shall thereupon cease to be a member of the WFAA.

- 3.3 The General Committee shall fix subscriptions.
- 3.4 Members joining after 31st of October shall pay the full subscription but be entitled to membership for the following year for no further payment.
- 3.5 Payment of the subscription shall be a clear acknowledgement of and acceptance of the rules and regulations of the WFAA.
- 3.6 In the event of conduct by any archers or club detrimental to the sport and/or WFAA, the Committee reserve the right of suspension, expulsion or any action deemed necessary.
- 3.7 The General Committee have the right to refuse admission to the WFAA.

#### **4.0 THE COMMITTEE**

- 4.1 The General Committee shall consist of:
  - a. Executive Officers - President, Vice President, General Secretary and Treasurer;
  - b. Officers - Tournaments Officer, Membership Secretary Classification & Incentives Officer and Range Charter Officer;
  - c. IFAA Representative (this role may be held concurrently by any executive officer of the General Committee);
  - d. Any other members appointed by the Committee.

#### **5.0 ROLES OF COMMITTEE OFFICERS**

- 5.1 The President shall:
  - Preside at all general meetings;
  - Prepare and submit to the General Committee and AGM an annual report on the activities and position of the WFAA;
  - Be the representative figurehead of the Association at WFAA and IFAA events.

The Vice President shall:

- Perform the duties of the president if the president is unable to act.

The General Secretary shall:

- Prepare and submit to the General Committee and AGM an annual report on the membership and outstanding communications of the WFAA and provide a statement on its growth;
- Conduct the affairs of the WFAA in accordance with the programs, policies and directives established by the General Committee;
- Organise and operate the administrative offices of the WFAA;
- Coordinate the activities and programs of the WFAA;
- Ensure proper publication of official notices and reports and shall be responsible for the archive of the WFAA's documents.

The Treasurer Shall:

- Prepare and submit to the General Committee and AGM an annual report on the financial activities and status of the WFAA;
- Supervise the financial affairs of the WFAA;
- Keep detailed books of accounts for the WFAA in the format directed by the General Committee;
- Shall provide financial statements of account at each General Committee meeting as directed by the General Committee.

The Tournaments Officer shall:

- Be responsible for the generation of the annual shoot diary, consisting of

- international national, and regional tournaments;
- Coordinate the setting of national, and regional tournaments with member clubs;
- Be the custodian of all eternal trophies of the WFAA. Records shall be kept of the whereabouts of all such trophies and their condition;
- Request the return of all eternal trophies at least 3 weeks before the related tournament is due to take place;
- Coordinate the administration of all national level tournaments;
- Issue entry forms for national tournaments, collect entry fees for the same and remit all such tournament fees to the Treasurer timeously;
- Report and advise the Committee on all matter concerning national and regional tournaments.

The Membership Secretary shall:

- Supervise the collection of all membership fees and remit such fees to the Treasurer timeously;
- Prepare and maintain up to date membership lists;
- Issue membership and classification record cards.

The Classification & Incentives Officer shall:

- Supervise and administer the national classification and incentives systems;
- Report to and advise the General Committee on matters relating to classifications and incentives;
- Maintain records of, and issue national record, top ranker and incentives certificates as requested and as appropriate;

The Range Charter Officer shall:

- Supervise and administer the national range charter policy in accordance with the wishes of the General Committee;
- Report to and advise the General Committee on matters relating to range charter;
- Issue course charter certificates as requested and as appropriate;
- Collect fees for chartering ranges (in line with the rules) and remit to the Treasurer timeously.

The IFAA Representative shall:

- Be the focal/contact point for the IFAA on all matters relating to the Association;
- Be responsible for liaison between the General Committee and the IFAA;
- Advise the Committee on all matters of an international nature;
- Represent the Association at IFAA meetings and meetings with other members of the IFAA.

## **6.0 ADMINISTRATION OF THE GENERAL COMMITTEE**

- 6.1 The Committee shall meet at least once a quarter during its year of office to arrange the affairs of the Association. Minutes shall be taken of all the proceedings.
- 6.2 Four members of the Committee shall constitute a quorum.
- 6.3 All members of the Committee shall be elected annually at the Annual General Meeting.
- 6.4 All officers of the Association shall be Honorary and no members shall be allowed to make the Association a means of private speculation or trade or directly derive a monetary benefit there from.
- 6.5 Each affiliated club shall be requested to send a representative to General Committee meetings. Club representatives shall be permitted to take part in debates at such meetings but shall not have voting rights for decision making.

## **7.0 ANNUAL GENERAL MEETING (hereinafter abbreviated to AGM)**

- 7.1 There shall be an Annual General Meeting in November or December of each year.
- 7.2 Notification that an AGM will take place must be made to all members separately at least 28 days prior to the date of the meeting.



- 7.3 All matters for inclusion on the agenda of the AGM must reach the Secretary at least 14 days prior to the date of the meeting.
- 7.4 Only matters shown on the agenda may be voted on at the AGM.
- 7.5 Only fully paid up members at the time of the meeting may attend and vote at the AGM or Extra Ordinary General Meeting.
- 7.6 Proxy voting at the AGM shall not be permitted.

## **8.0 EXTRA ORDINARY GENERAL MEETING (hereinafter abbreviated to EGM)**

- 8.1 An EGM shall be called by the Secretary upon receipt of a written request signed by at least five members of the WFAA or at the request of the General Committee. Such a request shall state the proposition(s) to be placed on the agenda. Only items on the agenda shall be voted on at the EGM.
- 8.2 Proxy voting at EGMs shall not be permitted.

## **9.0 REPORTS ON MEETINGS**

- 9.1 No members shall take it upon himself/herself to publish or cause to be published either in part or in whole an account of the proceedings of either a General Meeting or a Committee Meeting.

## **10.0 NATIONAL TOURNAMENTS**

- 10.1 The WFAA shall hold three national tournaments annually as follows:
  - Indoor Championships;
  - Field Archery Championships;
  - 3D Championships.
- 10.2 For each of the above national tournaments, the winners in each division of shooting shall be awarded the title of *National Champion* for a period of 1 year and they shall be succeeded in each case by the winner of the same tournament the following year.
- 10.3 Specific rules relating to eligibility, rounds shot and other requirements of national tournaments shall be described in the WFAA Book of Rules.

## **11.0 NATIONAL RECORDS**

- 11.1 National records shall be held for each division of shooting against each round recognised by the WFAA. The rules governing such records shall be recorded in the WFAA Book of Rules.

## **12.0 THE FINANCIAL YEAR**

- 12.1 The financial year of the Association shall be considered as 1st January to 31st December.

## **13.0 ALTERATIONS AND AMENDMENTS TO THE CONSTITUTION AND BOOK OF RULES**

- 13.1 Alterations and amendments to the constitution may only be made by a majority vote of the WFAA membership and will not take effect until the January of the following year. Proxy voting for approval of such alterations and amendments may be permitted by mail at the discretion of the General Committee. Where permitted, proxy votes shall be independently verified.
- 13.2 Alterations and amendments to the WFAA Rulebook shall be approved in each case by the General Committee but will not take effect until January of the following year.

## **14.0 INSURANCE**

- 14.1 The General Committee shall each year purchase an insurance policy that provides all members with the necessary insurance of a civil liability nature to undertake the sport of archery.

## **15.0 FUNDS**

- 15.1 A banking account shall exist in the name of the Welsh Field Archery Association into which all revenue of the club should be paid and from which withdrawal shall only be made on the signature of two officers, one of which must be the Treasurer.
- 15.2 Each year two people appointed at the AGM will audit the accounts of the WFAA.
- 15.3 All expenses properly incurred by Committee members with the consent of the General Committee for and on behalf of the WFAA shall be defrayed out of the Association funds.

## **12.0 WINDING UP OF THE ASSOCIATION**

- 12.1 The WFAA cannot be disbanded without the consent of 90% of the membership of the Association.
- 12.2 In the event that the WFAA ceases to exist, all assets owned by the Association will be sold and all funds will be donated to a charity chosen by the members of the WFAA. Any charity chosen shall comply with the requirements laid down in clause 2.9 of this document.

## **THE BOOK OF RULES**

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## 1.0 DIVISIONS OF SHOOTING

For the purpose of WFAA national, regional and club level tournaments, Professional Limited and Professional Unlimited divisions are not recognised. WFAA members who shoot in professional divisions of shooting at international tournaments shall shoot in the equivalent non-professional division of shooting at WFAA national, regional and club level tournaments and for purposes of classification.

1.2 For the purpose the Welsh & Open Indoor Championships, divisions of shooting are different to those described. Please refer to Section 3.1.

## 2.0 OFFICIAL ROUNDS

2.1 The WFAA recognises all rounds described in the IFAA Book of Rules. However, the following rounds are also recognised:

### Marked Forester Round

The standard unit shall consist of the following 14 shots:

3 x 4 arrows shot on a face with a 4" spot with all markers set between 40 and 60 yards. Markers are to be no further than 5 yards apart.

4 x 3 arrows shot on a face with a 3" spot with all markers set between 30 and 40 yards. Markers are to be no further than 4 yards apart.

4 x 2 arrows shot on a face with a 2" spot with both markers set between 15 and 30 yards. Markers are to be no further than 3 yards apart.

3 x 1 arrow shot on a face with a 1" spot with the marker set between 20 and 30 feet.

Faces used shall be Bengston Bowhunter faces, as follows:

Face	10 Ring Size	Spot Size	Spot Colour
Stag	12"	4"	Black
Black Bear	12"	4"	Yellow
Wild Boar	12"	4"	Black
Wolverine	9"	3"	Yellow
Lynx	9"	3"	Black
Wolf	9"	3"	Black
Roe Deer	9"	3"	Yellow
Hare	6"	2"	Yellow
Black Grouse	6"	2"	Yellow
Fox	6"	2"	Yellow
Wood Grouse	6"	2"	Yellow
Coon	6"	2"	Yellow
Owl	6"	2"	Black

Cock Pheasant	3"	1"	Yellow
Marten	3"	1"	Yellow
Rabbit	3"	1"	Yellow
Squirrel	3"	1"	Yellow
Woodcock	3"	1"	Yellow
Jay	3"	1"	Yellow
Jack Rabbit	3"	1"	Yellow

It is recommended for each 1" spot face that two 1" spot faces be used to minimise arrow damage.

### Shooting Rules

One arrow is to be shot from each marker. Multi marker shots can be walk-ups or fans with the width to be no more than 5 yards overall.

Scoring shall be:

Aiming spot 15 points

Inner ring 10 points

Wound area 5 points.

Cubs will shoot from black markers and the unit shall consist of the following shots:

<b>Distance to be Shot</b>	<b>Number of Shots</b>	<b>Size of Spot</b>
As adult	1	1"
As adult	1	1"
As adult	1	1"
10 yds	2	2"
10 yds	2	2"
15 yds	2	2"
15 yds	2	2"
20 yds	3	3"
20 yds	3	3"
20 yds	3	3"
20 yds	3	3"
25 yds	4	4"
30 yds	4	4"
15-20-25-30 yds	4	4"

Juniors shall shoot the adult markers except on the four shot (4" spot) face where they shall shoot from two special blue markers set between 40 and 50 yards. Two arrows will be shot from each marker.

Green markers shall be used for the Marked Forester round to distinguish them from those

other rounds on the same course.

A round shall consist of two units and shall be recognised for record purposes, but cannot be used for classification purposes. The score may be recorded on the back of an archers classification card.

### 3.0 TOURNAMENTS

The following national tournaments shall be held each year:

- Welsh & Open Indoor Championships;
- Welsh & Open Field Archery Championships;
- Welsh Open 3D Championships.

Eligibility for national tournaments is as follows:

Only WFAA members are eligible to shoot for Welsh Championship titles and Welsh Open Championship titles concurrently;

Non-WFAA members are eligible to shoot for Welsh Open Championship titles.

3.1 The *Welsh & Open Indoor Championships* shall comply with the following requirements:

This tournament shall be held annual at an indoor venue;

This tournament shall feature an IFAA Indoor Round target face;

The tournament shall be shot to IFAA rules with regards to shooting styles and age groups.

The venue shall have a 20 yard shooting range with a minimum of a 5 yard waiting area;

The shooting line and corresponding target shall be numbered sequentially;

There shall be a maximum of 4 faces per target;

Archers shall shoot 5 arrows per end, over 12 ends;

Archers shall be designated a target face as follows:

<b>A</b>	<b>B</b>
<b>C</b>	<b>D</b>

Each archer shall shoot the first 6 ends at their designated face. After the 6<sup>th</sup> end is completed, the archer shall change vertically. For instance, if the archer shot the first 6 ends at face B, he/she shall shoot ends 7 to 12 at face D. If they shot the first 6 ends at face C, they shall shoot ends 7 to 12 at face A.

3.2 The *Welsh & Open Field Archery Championships* shall comply with the following:

- This tournament shall feature a Hunter Round and Field Round and shall be held over 2 days;
- This tournament shall be shot to IFAA rules;

3.3 The *Welsh 3D Championships* shall comply with the following:

- This tournament shall feature a Marked IFAA 3D Standard Round and an Unmarked Animal Round using 3D targets instead of paper faces. In each case, the group designation of the 3D target shall correspond to the equivalent animal paper face group designation. This tournament shall be shot over 2 days;
- This tournament shall be shot to IFAA rules with the exception of the Unmarked Animal Round which shall feature 3D targets instead of paper faces.

#### **4.0 NATIONAL RECORDS**

4.1 National Records may be claimed where a score is submitted at a record status shoot which is higher than the existing national record for that round and shooting division.

4.2 National Records shall be kept for the following rounds: Hunter, Field, Marked Animal, International, IFAA Indoor, Marked Forester and Expert.

4.3 Record submissions must be accompanied with a completed *Welsh Record Claim Form* and a scorecard which must be signed by at least 2 witnesses from the same shooting group.

4.4 Record claims must be submitted within 3 months of when the record score was recorded.

4.5 National Records may only be claimed from Record Status tournaments. Record status tournaments within WFAA shall be:

- National tournaments;
- Regional tournaments;
- National or regional tournament of other IFAA members;
- IFAA sanctioned tournaments;
- Classification rounds (where notified to the WFAA as per Section 5).



Where a member believes they have set a record at a tournament held outside Wales, they are advised to seek clarification that the given tournament holds record status from the Classifications & Incentives Officer.

## **5.0 CLASSIFICATION SYSTEM**

- 5.1 The WFAA Classification System will function according to the IFAA Book of Rules.
- 5.2 Classification scores may be submitted from any WFAA National or Regional tournament where eligible rounds have been shot by submission of a signed scorecard to the Classifications & Incentives Officer.
- 5.3 Where a club/individual archer intend to shoot a classification at club level, either as a classification shoot, or as a club tournament, the Classification & Incentives Officer must have been given prior notice at least 24 hours before the shoot commences.
- 5.4 Where a club or group of individual archers hold a classification shoot, each shooting group must consist of a minimum of 3 archers and scorecards must be signed by both the archer and the scorer. One signed scorecard shall be submitted to the Classifications & Incentives Officer to verify the scores submitted.

## **6.0 INCENTIVES SYSTEM**

- 6.1 Higher incentives patches shall be won by archers who achieve a single qualifying score in their shooting division and can be claimed via submission of a signed score card and a completed *Higher Incentives Claim Form* to the Classification & Incentives Officer.
- 6.2 Adults and Juniors must have a current A class classification prior to claiming a higher incentive. Veterans are automatically eligible. Cubs are not eligible.
- 6.3 The higher incentive qualifying scores are as follows:

Style	Bow Master	Senior Bow Master	Grand Bow Master
FU	505	520	530
FSC	460	485	505
FSR	455	465	480
BU	485	500	520
BL	460	485	505
BHC	395	430	470
BHR	385	405	420
BBC	415	450	480
BBR	410	425	440
HB	265	295	330
LB	265	295	330

6.4 Archers who achieve a higher incentive shall be awarded a patch and shall be entitled to suffix the following letters to their name within the WFAA community:

- BM – Bow Master
- SBM – Senior Bow Master
- GBM – Grand Bow Master

6.6 Higher Incentive suffixes are awarded to the archer permanently, regardless of future classification status.

6.7 Archers may claim for higher incentives sequentially from *Bow Master* upwards. However, archers may not claim for an incentive which is lower than one which they have already achieved.

## 7.0 RANKINGS SYSTEM

7.1 Rankings are achieved by submission of 5 shoot results, 1 from each quarter of the year and the archer's highest other score of the year. The ranking is determined by the sum of the 5 scores submitted. The annual quarters are:

- Quarter 1: January 1<sup>st</sup> to March 31<sup>st</sup>;
- Quarter 2: April 1<sup>st</sup> to June 30<sup>th</sup>;
- Quarter 3: July 1<sup>st</sup> to September 30<sup>th</sup>;
- Quarter 4: October 1<sup>st</sup> to December 31<sup>st</sup>.

7.2 Only the following rounds shall be accepted for ranking score submissions: Hunter, Field,

Expert (when converted to a Field round score).

- 7.3 Ranking scores can be recorded from national or regional tournaments, or from club tournaments/classification shoots where the Classification & Incentives Officer has received prior notice (see section 5.3 of this rule book). Ranking scores may also be submitted from shoots held by other IFAA members or at IFAA tournaments provided the rounds were shot to IFAA rules.
- 7.4 Where scores are submitted at WFAA National or regional tournaments, ranking scores will automatically be recorded. Where a ranking score is submitted from a club tournament or classification shoot or from an event outside of Wales, a signed scorecard must be submitted to the Classifications & Incentives Officer.

## **8.0 SUPERVISION OF JUNIORS AND CUBS**

- 8.1 Juniors and cubs shall be supervised at all times by a parent or guardian whilst at WFAA events.
- 8.2 Parents may nominate another archer or parent to act as guardian of their child whilst shooting subject to prior agreement by the nominated guardian. In such cases, the nominated guardian shall assume full responsibility for the welfare of the junior or cub whilst they are under his/her care.

## **9.0 COURSE LAYOUT REQUIREMENTS**

- 9.1 All courses which are operated under the WFAA insurance shall be built according to the course laying requirements laid down in the IFAA Book of Rules.
- 9.2 All WFAA courses must have a valid *Course Charter Certificate* at all times when the course is being used for field archery activities. The *Course Charter Certificate* is the document which verifies that the course has been independently inspected and assessed to comply with the course laying requirements laid down in the IFAA Book of Rules. WFAA insurance shall only apply where a valid *Course Charter Certificate* has been issued.
- 9.3 Course Chartering is undertaken by the Range Charter Officer or his/her nominated deputy who shall be adequately experienced and trained to undertake such activities.
- 9.4 A request for chartering of a field archery course shall be submitted to the Range Charter Officer together with a map of the course which shall detail the positions and distances of every shot on the course.
- 9.5 Any change to a course layout after a *Course Charter Certificate* has been issued, shall invalidate that Certificate and the course must be chartered again.
- 9.6 Minor changes to a course may be assessed by the club's Range Charter Officer provided that person has been approved to undertake such activities by the National Range Charter Officer and provided the National Range Charter Officer agrees that the change is minor in nature. The National Range Charter Officer then issue a new course charter certificate based on the recommendation of the club's Range Charter Officer.
- 9.7 Where a major change has been made to a course, or where a new course has been laid, the National Range Charter Officer shall charter the course.

- 9.8 The WFAA reserves the right to charge a fee for course chartering which shall be used to reimburse expenses incurred by the Range Charter Officer in the course of chartering the course and travelling to and from the course location.

## **10.0 CONDUCT AT WFAA EVENTS**

- 10.1 The IFAA Code of Conduct shall apply at all WFAA events. In addition, the following shall also apply:
- If the target in front is not clear, archers shall remain at the target they are scoring until the next target becomes available;
  - Archers are expected to remain at the shooting peg until the archer with whom they are shooting has finished shooting;
  - Consideration should be shown to other archers in the group just prior and at full draw;
  - Within a group, archers who are not scoring should help in pulling of arrows;
  - Archers should not make undue noise whilst on the course that may distract others in their group or archers in other groups. This includes raising of voices, use of radios, ipods and other audible devices. Mobile phones should be switched off or set to silent mode whilst on the course.

## **11.0 MANAGEMENT OF THE WFAA ETERNAL TROPHY COLLECTION**

- 11.1 Where available, National Champions shall be awarded temporary custody of the applicable eternal trophy for the duration of their tenure as National Champion. The eternal trophy shall at all times remain the property of the WFAA and must be returned on request to the Tournaments Officer.
- 11.2 Prior to receipt of an eternal trophy, the recipient must sign an *Eternal Trophy Loan Agreement*.
- 11.3 National Champions are not permitted to have eternal trophies engraved with their names or mark them in any other way. The engraving of names shall be undertaken only by the WFAA.
- 11.4 In the event that an eternal trophy is returned to the Tournaments Officer damaged, the incumbent of the trophy shall take full responsibility for the damage and shall repay to the WFAA the costs of repair.
- 11.5 In the event that an eternal trophy is lost by a National Champion, the incumbent of the trophy shall take full responsibility for its loss and shall pay to the WFAA the full costs of replacement of the trophy.

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