

SOCIETY IRISH FIELD ARCHERS

REGULATIONS

With amendments from 20.04.2022

1. NAME

The name of the Society is "**Society of Irish Field Archers**" and may be abbreviated to "SIFA". The society shall be identified by either of the preceding names.

2. OBJECTIVES

The objectives of the Society are as specified in the Society's Constitution.

3. MEMBERSHIP

There shall be the following classes of SIFA membership –

HONORARY LIFE membership, with exemption from regular fees and dues established by SIFA, may be granted for exceptional merit and service, upon submission of a recommendation by not less than any three adult members of the Society and passed unanimously by the delegates.

FULL membership or renewal of membership shall be granted to those submitting to their club secretary a signed application, and, if they are new members, a successfully completed training schedule or schedules countersigned by a recognised instructor, plus the appropriate fee.

FAMILY MEMBERSHIP requires only one application form. For members of other archery organisations, an application form plus the appropriate fee is required and must be sponsored by two full SIFA members endorsing the applicant as safe and competent in the sport of field archery.

TEMPORARY members are competitors being identified as full members of any SIFA recognised and sanctioned Archery Society in the Irish Republic, UK, and other overseas territories.

4. MEMBERSHIP SUBSCRIPTIONS

The MEMBERSHIP YEAR is from 1st October to 30th September of the following year. The delegate group of SIFA shall set the annual SIFA membership fees.

Annual fees may be paid in advance during the month of September and will be due on 1st October.

The fee for junior or cub members shall be half of an adult membership fee.

The fee for a household, i.e. for all those living at the same address, shall be that of two adult individual members.

Any new member joining during the months July to September inclusive shall pay half the Annual fee.

Any member whose membership has lapsed shall on renewal pay the full fee.

A club membership secretary is responsible for collecting and forwarding all membership details and forms to the SIFA Membership Secretary along with their Club Data Sheet. They must also send the Club Data Sheet and the payment of the Fees, to the Treasurer. Payment to the Treasurer must be made either using a Club cheque made payable to SIFA or via Online Banking by the Club into the SIFA bank account.

Details of the procedure for clubs renewing membership subscriptions are available on the SIFA website.

Membership status is as follows

ADULT: members are aged 18 years or more.

JUNIOR: members are aged 13 to 17 years inclusive.

CUB: members are aged 12 years or less.

Competition divisions (Cub, Junior or Adult) will be determined by a competitor's age at the date of an event. Any competitor may compete in a more senior division. Eg; A Junior may compete as an Adult.

Membership of SIFA will cease in any of the following circumstances

- A member gives notice of resignation to the Membership Secretary.
- A member fails to renew their membership.
- If a member has their membership terminated or suspended.
- If a member wilfully refuses or neglects to comply with any of the provisions of these Society Regulations.
- If a member is guilty of any conduct objectionable to other members of the Society or prejudicial to the interests of the Society.
- If a member refuses to cooperate in any mediation process provided that not less than two week's notice shall be given by the Secretary.
- A member at their option shall be entitled to give an explanation in writing or to attend a delegate meeting at which the resolution is to be considered and to give such explanation or make such defence in person as they may think fit.

The delegates shall have absolute and unfettered discretion to accept or reject any such explanation or defence and its decision to expel or suspend any member shall be final and conclusive.

Any member or members of the Society may lodge a complaint in writing against another member of the society.

The complainant must initially lodge a written complaint with their club secretary or delegate who may forward an official complaint in writing to the SIFA secretary. The name of the Complainant must be kept confidential until such time as the delegate's decree.

5. CLUB AFFILIATION REQUIREMENTS

- 5.1) A Club must have four or more separate households as members (a household being a person or group of people occupying a single dwelling) deemed as qualified archers by SIFA.
- 5.2) A Club must have an outdoor mainly wooded archery course and/or an indoor venue capable of training new members safely.
- 5.3) A new club is to hold at least one calendar shoot per year from year two of their Affiliation to SIFA.
- 5.4) A Club and their members must undertake to comply with the Constitution and the Regulations of SIFA.
- 5.5) A Club must have a Child Protection Officer (CPO) who needs to be Garda Vetted and hold a Code of Ethics Certificate from Sports Ireland.
- 5.6) A Club must have a Safety Officer
- 5.7) A Club must have a 1st Aid Officer who must hold a current 1st Aid Certificate.

Sections 5.5 to 5.7 can be held by a Club member as described in section 5.1 of Club Affiliation Requirements.

If a club cannot fulfil any of the above requirements it can achieve affiliation but will have a probation period of up to one year. The affiliation can be revoked at any time during this probationary period.

The club in question although entitled to have an attending delegate at SIFA meetings may voice their opinion but will **not have a voting right** up until the probationary period has expired and they as a club have fulfilled all of the above criteria 5.1 to 5.4 inclusive.

Any SIFA Club who wilfully refuses or neglects to comply with any of the provisions of the Society Regulations and Constitution or the reasonable requests from the Delegate Group or shall be guilty of any conduct objectionable to members of the Society or prejudicial to the interests of the Society or shall refuse to cooperate in any mediation process shall be liable to expulsion by resolution of the Society delegates provided that not less than two weeks' notice shall be given by the Secretary to the Club concerned of the intended Resolution and the nature of the allegation made.

6. THE DELEGATES

Any adult member of the same club may be deputised to stand in if their delegate is unable to attend a delegate meeting.

A Society officer may act as the delegate for their club if they are the only representative of their club at a meeting.

Each club may have one or two delegates being adult members of an affiliated club and must be named as part of the delegate group and both receive delegate communications.

Both delegates may attend the Delegate Meeting either as a voting delegate with only one vote per club or as non-voting delegates with no vote.

Club Proposals

- A proposal can be made by any member of SIFA to their club delegate.
- Individual members may not submit proposals to the SIFA secretary
- The club delegate gets a majority vote from either their club members or their committee in order to make it a club proposal.
- The club proposal is then sent to the SIFA secretary who will send it to all delegates.
- The club delegate communicates the club vote to the SIFA secretary.
- When there is a majority vote for or against a proposal, the SIFA secretary communicates results of the club votes back to all delegates.
- A club can do one of the following, vote yes, vote no, or abstain.

Delegate Voting Rights

Affiliation to the Society allows attendance at delegate meetings but does not automatically confer voting rights to a club either at a Delegate Meeting or by any other means including e- voting.

To qualify for the right to vote a Club must have:

- Four or more separate households as members, household being a person or group of people occupying a single dwelling.
- An outdoor mainly wooded archery course and/or an indoor venue capable of training new members safely.
- At least one SBG calendar shoot per year in year two of their Affiliation.

The non-voting delegate of a club may inform the SIFA secretary at any time when and how they qualify to vote.

Delegate E Voting

- A proposal concerning competition rules or these regulations or any other matter pertaining to SIFA can be made by any adult member of SIFA to their club delegate.
- The club delegate will then obtain, by vote, approval from the majority of their adult club members.
- The club delegate will then send the proposal to the SIFA secretary to be forwarded to all delegates with voting rights for a vote of YES or NO.
- The return votes must be by email.
- The secretary will inform all delegates the result of the vote which will be recorded at the minutes of the next delegate meeting.

Delegate Meeting

Scheduled delegate meetings are to be held at least three times every calendar year, the first to be held in the month of September a month before the membership renewals date to discuss new and existing club affiliation requests and membership renewals.

Proposals from clubs to be presented at a delegate meeting must be sent to the secretary 14 days before the meeting.

The SIFA secretary must send an agenda to all delegates at least 7 days before the meeting. At all delegate meetings delegations from half the affiliated clubs having voting rights and over 50% of SIFA officers shall form a quorum.

Should a quorum not be present the only business of the meeting is to discuss, without voting, any Society business and set another date for the adjourned meeting.

All Officers are required to stand down each year and all current offices must be filled by election or re-election at a Delegate Meeting that must take place during the month of September.

In the event of an Officer giving notice of resignation, or should a majority of delegates call for the replacement of an Officer then a substitute must be specifically named and voted in by a majority delegate vote. The candidate may be proposed in their absence but with their prior consent.

7. AFFILIATED CLUB LOANS

Any club delegate with voting rights may request from SIFA a loan to help them further the growth in membership and capabilities of their club provided that they comply with the requirements as specified in the Loan Application Form, which can be obtained from the SIFA secretary.

8. DUTIES OF THE SOCIETY OFFICERS

The Chair:

Be the person elected on the day to preside over a Delegate Meeting to ensure that the meeting runs smoothly and remains orderly. The Chair will be elected on a meeting to meeting basis by majority vote of the Delegates.

The Secretary:

- 1) Receive all mail, proposals from delegates and online votes, email and all other communications concerning SIFA and, unless content is deemed confidential, to make them known to the delegates of all clubs.
- 2) Fix by agreement a time and date for a delegate meeting and book premises for same.
- 3) Make known to all SIFA delegates and officers the agenda for a delegate meeting.
- 4) Prepare and submit minutes of all meetings to the delegates and officers and ensure the proper publication of official notices, and reports, and shall keep the archives of SIFA business.
- 5) Engagement of and dealing with Insurance Broker for annual renewal.

The Membership Secretary:

- 1) Send to the clubs their section of the membership data sheet.
- 2) Agree payments with Treasurer
- 3) Prepare and maintain a current member's data sheet for all SIFA members.
- 4) Provide the data sheet to the webmaster before any national SIFA archery event.
- 5) Issue all individual membership cards to club secretaries for distribution to their members.

The Treasurer:

- 1) Keep adequate accounts for SIFA.
- 2) Deposit all monies to the credit of SIFA.
- 3) Present a statement of account and bank statements at all Society meeting or at the request of Delegates.
- 4) Liaise with the membership secretary to ensure that all paid up members are on the membership schedule.
- 5) To bring any financial matter to the attention of the Secretary that is outside the normal business of SIFA.

The Webmaster:

- 1) Maintain the SIFA website by regularly updating the site with information submitted by the Society members or news of recent and future events.
- 2) Maintain the confidentiality of the site and oversee any Data Protection issues.

The Safety Officer:

- 1) Ensure that all venues are properly inspected prior to a SIFA event.
- 3) Maintain and distribute a list of course inspectors.
- 4) Maintain a record of all SIFA archery venues.
- 5) Ensure that all clubs have a member who is certified 1st Aider and maintain a list.
- 6) Organise 1st Aid courses when necessary.

The Child Protection Officer:

- 1) Ensure that all clubs comply with any national and SIFA policies or law regarding the protection of children and vulnerable adults.
- 2) Arrange courses for members and others if deemed appropriate.

9. SIFA Championships

The SIFA Championships shall be held each year over a 2 day weekend in August.

The Championship will comprise a number of different archery shoots which should challenge archers of all abilities/experience. The hosting club has the right to choose the number and nature of the individual shoots.

Any club wishing to host the Championships must submit a written proposal to all club delegates via the SIFA secretary no less than 1 week before the AGM of the preceding year. The proposal will include an outline of the different competitions that the club intend to present at the Championships.

If more than 1 club submit a proposal to host the Championship, preparations will be made by the Secretary to hold a paper ballot vote at the AGM. The vote will be a simple majority with the decision being made known during the AGM.

In the event of 2 clubs applying to host the Championships and the club that the won the right to hold the event find themselves unable to do so, the second club will be offered the opportunity to host the Championships but are not obliged, in any way, to take up this offer should it not suit their circumstances.

10. AMENDMENTS TO THESE REGULATIONS

The delegate group may vote on a delegate proposal at any time to change any of the SIFA regulations.