



# ARCHERY NEW ZEALAND INCORPORATED

## ADMINISTRATION RULES

Approved November 27, 2023

# Table of Contents

- ADMINISTRATION RULES ..... 1
- 1. Interpretation ..... 4
  - 1.1 Association..... 4
  - 1.2 Board ..... 4
  - 1.3 Club..... 4
  - 1.4 Rewards ..... 4
  - 1.5 Colours..... 4
  - 1.6 Logo ..... 4
- 2 Archery NZ Rules and Policy Documents ..... 4
- 3 Membership..... 5
  - 3.1 Membership Classes ..... 5
    - 3.1.1 Full Individual Member - Shooting ..... 5
      - 3.1.2 Full Individual Member – Non-Shooting..... 6
      - 3.1.3 Life Members..... 6
      - 3.1.4 Archery in Schools Individual Members ..... 7
    - 3.2.1 Full Individual Members – Shooting ..... 7
    - 3.2.2 Full Individual Members – Non-Shooting ..... 7
    - 3.2.3 Life Members..... 7
    - 3.2.4 Archery in Schools Individual Members ..... 7
    - 3.2.5 Affiliated Clubs ..... 7
    - 3.2.6 Member Resignation ..... 8
  - 3.3 Membership Fees ..... 8
  - 3.4 Membership Register ..... 9
- 4 Contract Positions ..... 9
  - 4.1 General Manager ..... 9
  - 4.2 Administration Assistant ..... 9
- 5 Selection Panel..... 9
- 6 Electronic Voting at General Meetings ..... 10
- 7 Voting by Electronic Ballot ..... 10
  - 7.1 Ballot Officer ..... 10
  - 7.2 Scrutineers..... 10
  - 7.3 Electronic Ballot Process..... 10
  - 7.4 Multiple Options Voting ..... 11
  - 7.5 Ballot Results ..... 11

8	Minutes of the Board .....	11
9	Amendment of Constitution .....	11
9.1	Process for Amending the Constitution.....	11
9.2	Amendments to the Rules, Regulations and Policies by Board .....	12
9.3	Effective Date .....	12
9.4	Information to Members .....	12
9.5	Rules and Constitution of the Association.....	12
10	Service Awards .....	12
11	Patron .....	13
11.1	Election of Patron .....	13
11.2	Duration of the Term of Patron:.....	13
12	National Trophies.....	13
12.1	List of National Trophies.....	13
12.2	Trophy Lost or Destroyed .....	13
12.3	Ownership .....	13
12.4	Replace or Upgrade .....	13
13	New Zealand Representation.....	14
13.1	Eligibility .....	14
13.2	Uniform.....	14
13.2.1	Uniform – ‘lower-half’ .....	14
13.2.2	Uniform – under garments .....	14
13.2.3	Compliance .....	14
13.3	International representative events.....	14
13.4	Team Officials .....	15
14	Amendments Record .....	16

## 1. Interpretation

In these Rules and generally, the meanings that shall apply, unless the context states otherwise, shall be:

### 1.1 Association

Archery New Zealand Incorporated, otherwise known as Archery NZ or the Association.

### 1.2 Board

This is the Board of Archery New Zealand Incorporated.

### 1.3 Club

An organisation consisting of members who participate in the sport of archery in New Zealand, e.g., an incorporated society.

### 1.4 Rewards

An archer may allow their name picture, or sport performance to be used for advertising purposes and may accept prizes and/or money without any restriction or limit. This provision is subject to any sponsorship arrangements negotiated by Archery New Zealand, and/or the New Zealand National Olympic Committee and/or Paralympics NZ and/or at World Archery World Championships if the World Archery Executive Board does not permit it.

### 1.5 Colours

The colours of the Association are Black and White but other colours may be used for uniforms at the international level.

### 1.6 Logo

The Archery NZ Branding Policy sets out the details of the Association's Logo and its use.

## 2 Archery NZ Rules and Policy Documents

The following additional Archery NZ Rules and Policy documents apply:

Rules and Policy Documents
Shooting Rules
Tournament Rules
Representative Team Code of Conduct
Selection Policies
Member Protection Policy
Disputes and Disciplinary Policy

Appeals Policy
Anti-Doping Policy
Branding Policy
Anti-Match Fixing and Sports Betting Policy
Board Charter

Current versions of these can be accessed on the Archery NZ website.

## 3 Membership

### 3.1 Membership Classes

The classes of members are as named in the Constitution. Set out below are the descriptions of the classes of members and the rights of each:

#### 3.1.1 Full Individual Member - Shooting

Full Individual membership – Shooting is available to those archers domiciled in New Zealand, New Zealand citizens overseas or occasionally, non-New Zealand citizens living overseas.

Full Individual membership - Shooting is granted to all archers/arbalsists who, having been accepted by Archery New Zealand, pay the appropriate membership fees.

Any person whose application for membership is not accepted by Archery New Zealand may appeal the decision to the Appeals Committee.

There are a number of pathways to becoming a Full Individual Member – Shooting:

- a) Shooting Membership of Affiliated Clubs.  
Membership is gained via being a member (of any type) of an Affiliated Club.
- b) Life Membership.  
Membership is gained via being appointed a Life Member. Refer 3.1.3.
- c) Independent Members – Shooting (local, or New Zealanders living overseas)  
Membership may be gained by directly affiliating with Archery NZ.
- d) Independent Members – Shooting (overseas domiciled non-New Zealand citizens)  
Once accepted for membership at the sole discretion of the Board, these persons may become Full Individual Members – Shooting and be entitled to the rights of such membership.

### 3.1.2 Full Individual Member – Non-Shooting

Full Individual membership – Non-Shooting is available to those archers domiciled in New Zealand, New Zealand citizens overseas or occasionally, non-New Zealand citizens living overseas.

Full Individual membership – Non-Shooting is granted to all administrators, officials, volunteers, and supporters who, having been accepted by Archery New Zealand, pay the appropriate membership fees.

Any person whose application for membership is not accepted by Archery New Zealand may appeal the decision to the Appeals Committee.

There are a number of pathways to becoming a Full Individual Member – Non-Shooting:

- a) Non-Shooting Membership of Affiliated Clubs.  
Membership is gained via being a member (of any type) of an Affiliated Club.
- b) Independent Members – Non-Shooting (local, or New Zealanders living overseas)  
Membership may be gained by directly affiliating with Archery NZ.
- c) Independent Members – Non-Shooting (overseas domiciled non-New Zealand citizens).

Once accepted for membership at the sole discretion of the Board, these persons may become Full Individual Members – Non-Shooting and be entitled to the rights of such membership.

### 3.1.3 Life Members

Life membership may be granted to members who have given at least 10 (ten) **years' outstanding service to archery on a national level.**

The nomination process for Life Membership is as follows:

- a) Nomination in the first instance must be moved and seconded by an Affiliated Club or the Board and receive the support of 75 percent of the club members/Board Members. The nomination must give full details of the contribution of the person to archery in New Zealand on a national basis.
- b) The nomination and full citation will then be submitted in writing to the Administration Assistant at least two months before an Annual General Meeting of the Association.
- c) The Board will consider all nominations and present to the AGM those nominations that fulfil all aspects of the criteria.
- d) No person will be elected a Life Member unless the resolution for each election is carried by a 75% majority of those members present at the General Meeting of the Association who are eligible to vote.
- e) Every Life Member will, after their election, not be liable for annual affiliation fees in respect of their membership of the Association.

There will be a maximum of ten (10) living Life Members.

#### 3.1.4 Archery in Schools Individual Members

Secondary School students may affiliate as Archery in Schools Individual Members, either en-bloc via their school, club, or individually.

### 3.2 Rights of Members

Membership rights of each membership type are as follows:

#### 3.2.1 Full Individual Members – Shooting

- a) participate in Archery New Zealand approved competitions.
- b) selection for New Zealand archery/crossbow teams.
- c) upon successful completion of the necessary eligibility criteria and coursework, become an Archery NZ judge, director of shooting, coach, or team manager.
- d) hold office at any level of the Association.
- e) attend and vote at General Meetings and in electronic ballots.

Participation in Archery NZ-controlled Archery in Schools competitions requires separate affiliation as an Archery in Schools Individual Member.

#### 3.2.2 Full Individual Members – Non-Shooting

- a) hold office at any level of the Association.
- b) upon successful completion of the necessary eligibility criteria and coursework, become an Archery NZ judge, director of shooting, coach, or team manager.
- c) attend and vote at General Meetings and in electronic ballots.

#### 3.2.3 Life Members

- a) all rights of Full Individual Members – Shooting.
- b) attend and speak at any meeting of the Board. The Life Member will not vote unless that person is also an elected member of the Board.

#### 3.2.4 Archery in Schools Individual Members

Archery in Schools Individual Members may participate in:

- a) Archery NZ-controlled Archery in Schools competitions; and
- b) Archery NZ Indoor and Outdoor National Championships.

Archery in Schools Individual Members will not have voting rights and will not be eligible to participate in any other postal or major/WA tournaments run by Archery NZ.

#### 3.2.5 Affiliated Clubs

- a) host Archery New Zealand and World Archery competitions.
- b) **benefit from Archery New Zealand's resources, technical support, seminars, learning and development, access to funding and intellectual property.**
- c) **participate in Archery New Zealand's club forum.**

### 3.2.6 Member Resignation

Members may resign from Archery New Zealand by written notice to Archery New Zealand. This shall not relieve the member from responsibility for financial obligations, or any disputes or disciplinary processes which have commenced.

### 3.3 Membership Fees

The fees to be paid by each class of membership shall be determined by the Board.

The membership year shall start on 1 October (1 January for Archery in Schools) and membership fees will have to be paid prior to an archer being able to compete in any event or gain benefits of Archery NZ membership.

Payment of fees shall be processed as follows:

- a) Affiliated Clubs shall pay en-bloc for member affiliation as of 1 October, and **following acceptance of each individual member, each of that Club's members** will become Full Individual Members (either Shooting or Non-Shooting, to match **the Club's eligibility for shooting at their grounds**) of Archery New Zealand for the rest of the membership year.
  - I. The total fee shall be based on the number of Shooting members and Non-Shooting members of the Affiliated Club, having subtracted any life members of Archery New Zealand affiliated to that Club, and any archers who are full members of another Affiliated Club (and will represent that other Affiliated Club as their primary club for the season).
  - II. Affiliated Clubs will send membership updates and additional affiliation fees monthly for members joining throughout the year.
  - III. Affiliated Clubs without an annual membership structure shall agree with the Board of Archery NZ how they will identify, track, and pay affiliation fees on behalf of their club participants, prior to being accepted as an Affiliated Club. There is an expectation that membership of the Affiliated Club for the purpose of Archery NZ affiliation would be defined in an equitable way when compared to the roles shooting and non-shooting participants of other clubs undertake as club members.
  - IV. **Participation in safety/orientation courses, 'Have-a-go' archery** experiences, and attendance at a club solely while competing in an Archery in Schools competition hosted by the club (or other tournament as a guest), are not considered to constitute club membership.
  - V. If any individual member of an Affiliated Club chooses not to accept Archery NZ membership, the number of memberships paid by the Affiliated Club does not decrease.



- b) Independent Members affiliate and pay directly to Archery New Zealand.
- c) Archery in Schools Individual Members become members of Archery NZ for that membership year by paying the associated affiliation fee.

### 3.4 Membership Register

A membership register shall be securely kept by the Administration Assistant, including:

- a) Names.
- b) Contact details and address, including emergency contacts.
- c) Date of Birth.
- d) Membership number.
- e) Relevant qualifications (e.g., Archery Coaching or Judging qualifications).
- f) Competition category (division, gender) information.
- g) Information required for SportNZ reporting requirements (e.g., ethnicity).

The information kept in the register shall be kept to a minimum, in line with the Privacy Act 2020.

## 4 Contract Positions

The Board may appoint two contract positions to oversee the running of the organisation. The positions will operate as contractors of the organisation, not employees and will be given a contract that will detail the full range of duties, responsibilities, and expectations.

### 4.1 General Manager

If no General Manager is engaged, the responsibilities will be transferred to the Board and appropriate subcommittees until the position is filled.

The General Manager must be over 18 years of age and a resident in New Zealand.

### 4.2 Administration Assistant

If no Administration Assistant is engaged, the responsibilities will be transferred to the General Manager until the position is filled.

The Administration Assistant must be over 18 years of age and a resident in New Zealand.

## 5 Selection Panel

The Selection Panel is to be made up of the Convener of Selectors and at least two other members to a maximum panel of five members. The Convener of Selectors will be appointed by the Board and the remainder of the Selection Panel will be determined by the High-Performance Sub Committee. Panel members who are

affiliated in any way to archers being considered for selection e.g., family member, personal coach etc., must declare a conflict of interest and take no further part in selection considerations for that division for that event. Where possible, selectors should be geographically spread around the country.

All appointments will be for the period of 2 years.

## 6 Electronic Voting at General Meetings

When a General Meeting is held electronically, voting at a General Meeting may be by a virtual show of hands. This can either be accomplished by:

- a) All Full Individual Members (Shooting and Non-Shooting), with video on, visibly raise their hand.
- b) Electronic means of Full Individual Members (Shooting and Non-Shooting) indicating approval are used (the exact mode may differ on certain electronic meeting platforms)

## 7 Voting by Electronic Ballot

### 7.1 Ballot Officer

The Ballot Officer shall be the Administration Assistant, unless otherwise appointed by the Board.

### 7.2 Scrutineers

Two independent scrutineers shall be appointed by the Board and will usually be Life Members of Archery New Zealand. If Life Members are unavailable to fulfil this function, other independent scrutineers shall be appointed. These other scrutineers may be external to the organisation.

### 7.3 Electronic Ballot Process

The Ballot Officer will arrange for an online survey link to be sent to every Full Individual Member (Shooting and Non-Shooting) at least 14 days prior to the vote closing date.

The notification email of the ballot will show the date and time by which the ballot must be completed.

The Ballot Officer must ensure that the online ballot is closed after the completion date and time.

In the case of any member not having email access they will receive a printed copy of the ballot posted via standard courier service to them directly, along with a stamped return address envelope, and instructions to return prior to the closing time of the electronic ballot.

The results of the electronic ballot will be collated by the Ballot Officer along with any posted ballot papers received, ensuring scrutineers are provided with access to the results. If a quorum of responses has not been received, the vote shall be declared null and void.

#### 7.4 Multiple Options Voting

Election of Board Members shall be as per the Constitution.

For all other multiple option voting, where electronic voting is used to elect an individual from a number of nominees or to choose one of several options, the following system shall apply:

- a) Nominees or options shall be listed in a secret ballot, and Full Individual Members (Shooting and Non-Shooting) may vote for one or more nominees or options.
- b) The nominees or options with the most votes shall be selected.
- c) Where elections are being held for terms of different lengths, the nominee(s) with the highest votes (most preferred) shall be allocated the longer term(s).
- d) The nominees or options, together with number of votes, shall be recorded in the next Board Minutes.
- e) In the event of a tie, the matter shall be decided by a majority decision of the Board.

#### 7.5 Ballot Results

Following acceptance of each ballot by the scrutineers as a true record, the results shall be recorded in a results sheet and communicated to all members electronically by the Administration Assistant. The results sheet shall be retained, and any physical ballots or electronic records of votes shall be destroyed 2 months after the ballot closing date.

### 8 Minutes of the Board

Once the minutes have been approved as a correct record, a copy will be posted on the Archery NZ website.

### 9 Amendment of Constitution and Rules

The process for amending the Constitution and the Rules of the Association is detailed below.

#### 9.1 Process for Amending the Constitution

To facilitate this activity, the following process must be followed:

- a) Affiliated Clubs or the Board of Archery New Zealand send their written resolution to the Administration Assistant, at least 60 days prior to the proposed date of a Special General Meeting or electronic ballot closing date.
- b) The Board shall consider the submitted Notices of Motion and may refer them back to the submitting Member Club for further consideration and/or amendment, but may not prevent a submitted Notice of Motion, either in original or amended form, from being included in the Notice of Meeting.
- c) The Administration Assistant will circulate to all Affiliated Clubs and Full Individual Members (Shooting and Non-Shooting) the prepared resolutions not later than 35 days before a General Meeting or Electronic Ballot.
- d) Every recommendation must state which section of the Constitution it wishes to add to, amend or delete. It must detail the substance of the proposed change.
- e) A brief explanation in support of the recommendation must be submitted.

## 9.2 Amendments to the Rules, Regulations and Policies by Board

The Board of Archery New Zealand may amend the Rules of the Association.

## 9.3 Effective Date

All Rule changes will be effective immediately unless otherwise specified. Constitutional changes become effective following approval at a General Meeting called for the purpose or results announcement of an electronic ballot unless an effective date is included in the resolution.

## 9.4 Information to Members

The Administration Assistant must inform all members of any change as soon as possible and arrange for its publications on the Archery NZ web site.

## 9.5 Rules and Constitution of the Association

The Rules and Constitution of the Association will be kept in a register by the Administration Assistant.

A full copy of the Rules along with a copy of the Constitution will be published on the Archery NZ website.

# 10 Service Awards

A service award may be presented by the Board at the AGM, to member(s) who have given meritorious service to the sport. This award is limited to three awards per year. The award will take the form of a framed certificate. Clubs will make submissions for the award to the Administration Assistant at least 35 days prior to the AGM each year.

## 11 Patron

### 11.1 Election of Patron

The purpose of the Patron is to support and advocate for the Organisation.

### 11.2 Duration of the Term of Patron:

The term of the Patron will end under any of the following conditions:

- The Patron resigns, at any time, by submitting a written resignation to the Chair of the Board in which case such resignation shall be effective on the date specified in the resignation.
- The Patron dies.
- The Chair of Archery NZ Inc, acting on the direction of the Board, terminates the **Patron's service by submitting a written notice to the Patron, in which case such termination shall have effect on the date specified in the termination notice.**
- Archery NZ Inc, as an incorporated society, is liquidated or dissolved.

Prior to the Annual General Meeting:

The Board shall present the candidates for the Patron role to the membership for voting at the AGM.

## 12 National Trophies

### 12.1 List of National Trophies

The Trophy Steward will keep a register listing all national trophies and the conditions attached to awarding them. At the presentation of these trophies the signature of each recipient, certifying that they are in possession of such trophy or trophies, will be obtained.

### 12.2 Trophy Lost or Destroyed

In the event of any trophy being lost or destroyed while in the keeping of the holder, the holder may be called upon to replace the trophy with another of equal or similar value.

### 12.3 Ownership

All trophies belonging to Archery New Zealand will remain perpetual trophies and may not be won outright except where specified in the conditions of awarding the trophies.

### 12.4 Replace or Upgrade

The Association may from time to time replace or upgrade any trophy as it sees fit.

## 13 New Zealand Representation

### 13.1 Eligibility

To be eligible to represent New Zealand either as a competitor or an official, an archer/arbalist must:

- be a Full Individual Member - Shooting of Archery New Zealand; and
- be the holder of, or eligible to hold, a current New Zealand passport; or
- where the member is not a New Zealand passport holder the member may represent New Zealand provided that they have been resident in New Zealand for at least one year prior to the start of the tournament to which selection is made and can produce a letter of clearance from the National Association of their previous country (if they have represented their previous country).
- meet the criteria of the Archery NZ Selection Policy

### 13.2 Uniform

New Zealand teams competing overseas shall wear the Archery NZ uniform as approved by the Board for that event. This uniform shall comply with World Archery rules.

#### 13.2.1 Uniform – ‘lower-half’

**The ‘lower half’ of the NZ representative uniform will be of a good ‘dress’ standard** suitable for international representation, consisting of either black trousers (i.e., no cargo pants, leggings or similar) or shorts or skirts or skorts (noting the World Archery length requirements).

#### 13.2.2 Uniform – under garments

Any undershirts, compression shirts or sleeves for cold or warm weather shall be black or white.

#### 13.2.3 Compliance

It shall be the responsibility of the Judges at any Archery NZ registered event to ensure athletes wearing Archery NZ representative uniform is compliant with Archery NZ rule 13.2. Any athlete contravening the rules will be given reasonable notice to comply or, alternatively, will be asked to withdraw from the event.

### 13.3 International representative events

Representatives will be selected in the following manner:

- a) The Board will ratify qualifying scores which will be included in the selection policy and published on the Archery NZ website.
- b) Archers wishing to be considered will complete and submit an intention to apply online form and Code of Conduct online form by the dates stipulated in the selection policy.
- c) On achieving the qualifying score(s) the archer must submit these scores to the Selection Panel and complete all other criteria as detailed in the selection policy which may include attendance at selection or other stipulated event(s).

- d) The Selection Panel will ensure that the archers seeking selection meet the criteria as set out in the selection policy and display the behaviours necessary of an international representative as listed in the Code of Conduct document.
- e) The Selection Panel will provide to the Board their recommendation of the team/individuals to represent Archery New Zealand in specified events. The Board will then approve (or amend, in consultation with the Selection Panel) the recommendation from the selection panel and announce the team/individuals.
- f) In the event of there being no official team sent to an international event, any archer who wishes to finance their own way to a major international event must furnish to the Board sufficient proof that they are up to the standard required before official New Zealand representation status may be gained.
- g) Costs incurred by virtue of attending national squad training and/or selection trials will be borne by individual archers unless otherwise determined by the Board.

#### 13.4 Team Officials

Team officials will be recommended to the Board by the Selection Panel from application forms received.

The Selection Panel will call for applications for specified international tournament(s) from time to time and preferably not less than six months prior to the tournament.

All Team Officials are required to complete an Archery NZ Code of Conduct form and adhere to the conditions of that document.

## 14 Amendments Record

The following amendments record includes all amendments made to the Administration Rules since replaced en-bloc on 1 October 2022.

Section	Amendment	Date Amendment Resolved
Patron	Removal of Fixed Term of Office	26/09/2023
Representative Uniform	Updated rules - description and monitoring	26/09/2023
Formatting	Minor changes	
Postal Ballot	Removal of deleted section	26/09/2023