



Buckinghamshire Archery Association

Role Descriptions

YOUR COMMITTEE 2025-26

Buckinghamshire Archery Association (BAA) is managed through a committee. These positions, current officer and a few examples of the duties undertaken to ensure the smooth running of BAA are listed below. For further information about individual roles please contact the relevant committee member. The committee also includes a representative from each member club, usually the club secretary, to ensure that all clubs have a voice in county activity.

President – Lesley Herriott

The President shall be democratically elected at an Annual General Meeting or Extraordinary General Meeting. The President should chair that part of the Annual General Meeting dealing with election of Officers. The President shall, whenever possible attend all County Tournaments and Committee Meetings and represent the Association generally to outside bodies and functions where appropriate. The position of President should be by a long serving member of the Association whose commitment to, and experience of, archery in Buckinghamshire will add value and prestige to Buckinghamshire Archery Association. The President should serve a three-year term of office and may be re-elected to serve a further term.

Chairman – John O’Keefee

- Email: chair@bucksarcheryassociation.org.uk

Duties: To Take the Chair at all County Committee Meetings and the Annual General Meeting. To act as mediator in any dispute that involves any contravention or misunderstanding of the Constitution or rules. To have the casting vote in the event of deadlock in any county business requiring a vote.

Secretary – Mary Blumbergs

- Email: secretary@bucksarcheryassociation.org.uk

Duties: Conduct all general correspondence and be the main contact point for BAA. Hold copies of the County Constitution and those of the SCAS and GNAS, BAA Clubs, GNAS Rules, Handbook for Club Secretaries, BAA policies, etc. Purchase and keep stocks of all County medals and badges including the ‘Archer of the Year’ award, Champion badges and bars, County Team badges. Send out Agendas for all Meetings, prepare and circulate accurate Minutes. Coordinate County business. Produce quarterly newsletter. Point of contact for SCAS and Archery GB.

Treasurer – Paul Field

- Email: treasurer@bucksarcheryassociation.org.uk

Duties: To keep orderly accounts of BAA finances. Prepare and present financial reports at all committee meetings and an annual report detailing BAA income and expenditure at the AGM. Receive subscriptions from clubs for SCAS and BAA. Send on to SCAS treasurer subs for SCAS. Collection of Tournament fees and other fees. Arrange payment of costs incurred in the running of BAA business and activity.

Tournament Organisers:

- County Championships: Neill Ovenden - tournaments@whiteleafbowmen.org.uk
- Clout Tournament: Pip Martin – baaclout@gmail.com
- Indoor Tournament: vacant
- Field Tournament: vacant

Duties: Arrange the Venue. Arrange the appointment of the Judges and Lady Paramount (where applicable). Prepare the notices and application forms and distribute.

Upon reaching the closing date prepare and distribute the Target Lists.

Organise the necessary equipment and working parties to set out the field and to set up the targets. If necessary, organise a gazebo for the reception of Competitors and administration.

Upon completion of shooting prepare the Prize List.

Arrange for the work party to clear the ground and return all equipment to store.

Afterwards, prepare and distribute the Results and account for all monies received and expenses paid to the County Treasurer.

Prepare a report and balance sheet for the next County Committee Meeting.

For the County Championships, at least 6 months prior to the event application for Record Status and Rose Awards must be made to Archery GB (GNAS). After the event all paperwork must be returned to Archery GB.

For the Clout Tournament, at least 3 months prior to the event application for Tassel Status must be made to NCAS. Following the event, make any Tassel claims and pay for the Tassel Status.

- Postal Competition Organiser: Alan Crowe

Duties: Organise a summer and winter postal competition for BAA clubs. Define rounds and rules. Collect scores from clubs. Compile and publish results. Coordinate BAA entry into SCAS or other postal competitions as required.

County Match Organiser (CMO) - Vacant

- Email: cmo@bucksarcheryassociation.org.uk

Duties: Arrange with our neighbouring counties three tri-county Matches- Bedfordshire/Northamptonshire, Berkshire/Hertfordshire, Middlesex/Oxfordshire.

Normally each County hosts one match a year, supplying a high tea at the end of shooting.

Arrange the annual Bucks v Surrey challenge, held during the county championships- one year at Surrey, the next at Bucks.

Arrange the County Team for each event. Email certificates following county representation.

County Equipment Officer- Mary Blumbergs

- Email: secretary@bucksarcheryassociation.org.uk

Duties: Store or arrange the storage of county equipment as required. Count and check equipment regularly including any county equipment stored by clubs and individuals. Purchase equipment as required after obtaining County Committee consent.

County Records Officer- John O'Keeffe

- Email: records@bucksarcheryassociation.org.uk

Duties: Keep an up-to-date list of County Records in an electronic form with backups. Ratify any new record claims by checking criteria and previous claims. Update website records. Email certificates to successful claimants.

County Coaching Organiser (CCO) - Julie Morling

- Email: cco@bucksarcheryassociation.org.uk

Duties: Plan an annual coaching programme for the County to ensure that all archers have access to a coach. Ensure that coaches have the opportunity for development, organising CPD as appropriate. Assist trainee coaches to find mentors within the county, act as mentor if appropriate.

Devise appropriate development programmes for returning lapsed coaches. Manage coaching licence renewals. Point of contact for SCAS and Archery GB.

County Representative to SCAS – Kevin Gray

- Email: records@southbucks-archers.com

Attend as the Bucks County Representative all SCAS Region committee meetings, any EGM and the AGM. Report back to the next County Committee meeting. Convey County views to the SCAS Council. Point of contact for SCAS.

NON-COMMITTEE ROLES

Safeguarding- Alan Crowe

- Email: safeguarding@bucksarcheryassociation.org.uk

Duties: Ensure that Archery GB safeguarding policies and procedures are maintained across BAA. Raise awareness of good practice and the various Codes of Conduct. Maintain knowledge of developments in Safeguarding and signpost relevant updates and training opportunities to clubs and archers. Point of contact for Archery GB.

Webmaster- Alan Crowe & Mary Blumbergs

- Email: secretary@bucksarcheryassociation.org.uk

Duties: Keep a presence within cyberspace, listing any news, County shoots, Results, etc. List all the Clubs in Buckinghamshire with links to the Club website. Any other general maintenance that the website might need.

NOTE: All positions are voluntary.