



# **Archery New Zealand Incorporated**

## Administration Rules

Last updated 29 April 2026

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# 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

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 RELATED RULES AND POLICY DOCUMENTS

The following additional Archery NZ Rules and Policy documents apply. Current versions of these documents can be accessed on the Archery NZ website.

Rules and Policy Documents
Constitution
Shooting Rules
Competition 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
Privacy Policy
Trophy Policy

## 3 MEMBERSHIP

### 3.1 Membership Categories

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

#### 3.1.1 Individual Members - Shooting

- A. Individual Membership – Shooting is available to those archers domiciled in New Zealand, New Zealand citizens overseas, or non-New Zealand citizens living overseas.
- B. Pathways to becoming an Individual Member – Shooting include:
  - a. Shooting Membership of an Affiliated Club  
Membership is gained via being a shooting member (of any type) of an Affiliated Club.

- b. Life Membership  
Membership is gained via being appointed a Life Member, as described in the Constitution.
  - 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)  
Membership may be gained by directly affiliating with Archery NZ.
- C. Once accepted for membership at the sole discretion of the Board, these persons may become Individual Members – Shooting and be entitled to the rights of such membership.

### 3.1.2 Individual Members - Non-Shooting

- A. Individual membership – Non-Shooting is available to those people domiciled in New Zealand, New Zealand citizens overseas, or non-New Zealand citizens living overseas. This membership type is typically for administrators, officials, volunteers, and supporters.
- B. Pathways to becoming an Individual Member – Non-Shooting include:
  - a. Non-Shooting Membership of an Affiliated Club  
Membership is gained via being a non-shooting member (of any type) of an Affiliated Club.
  - b. Independent Member – Non-Shooting (local, or New Zealanders living overseas)  
Membership may be gained by directly affiliating with Archery NZ.
  - c. Independent Member – Non-Shooting (overseas domiciled non-New Zealand citizens)  
Membership may be gained by directly affiliating with Archery NZ.
- C. Once accepted for membership at the sole discretion of the Board, these persons may become Individual Members – Non-Shooting and be entitled to the rights of such membership.

### 3.1.3 Archery in Schools Individual Members

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

### 3.1.4 Affiliated Clubs

- A. Club organisations who affiliate with Archery NZ are themselves members as organisations.

## 3.2 Rights and Obligations of Members

In addition to rights and obligations detailed in the Constitution, membership rights and obligations of each membership type are as follows:

### 3.2.1 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.

### 3.2.2 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, team manager, or volunteer.
- C. attend and vote at General Meetings and in electronic ballots.

### 3.2.3 Life Members

- A. all rights of 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

- A. Archery in Schools Individual Members may participate in:
  - a. Archery NZ-controlled Archery in Schools competitions; and
  - b. Archery NZ National Indoor and Outdoor Championships.
- B. Archery in Schools Individual Members do not have voting rights and are not eligible to participate in any other competitions 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

Membership fee processes are set out in the Constitution.

- A. 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.
- B. There will be a 50% fee reduction for shooting and non-shooting members who join on or after July 1 each year, i.e. during the last 3 months of the membership year.
- C. 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 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. Clubs are invoiced periodically through the year for members who join their club after 1 October.
    - 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 an 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. The organisation's membership register shall be securely kept by the Administration Assistant. In addition to the name, contact details, and membership start date required by the Constitution, the register will also contain:
  - a. Date of birth.
  - b. Membership number.
  - c. Relevant qualifications (e.g., coaching or judging qualifications).
  - d. Competition category (division, gender, para archery) information.
  - e. Demographic information required for reporting to organisations such as Sport New Zealand; for example, ethnicity.
  - f. The member's primary affiliated club.
- B. The information kept in the register shall be kept to a minimum and managed 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 their contracts 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 of New Zealand.

## 5 PRIVACY TRAINING

- A. All volunteers within Archery NZ who have access to members' personal information must complete the Privacy ABC online learning module offered by the Office of the Privacy Commissioner.
- B. Additionally, the Board members, General Manager, Administration Assistant, ICT Manager, Police Vetting Coordinator, and any other volunteers as determined by the Board, must complete the Privacy 101 online learning module offered by the Office of the Privacy Commissioner.
- C. Online learning modules must be completed prior to any access of members' personal information by these members/contractors/volunteers.

## 6 VOTING BY ELECTRONIC BALLOT

### 6.1 Roles

- A. The Ballot Officer organises the electronic ballot. The Ballot Officer shall be the Administration Assistant unless otherwise appointed by the Board.
- B. Scrutineers validate the numbers of votes received on secret ballots through the electronic platform. 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.

### 6.2 Electronic Voting at General Meetings

- A. When a General Meeting is held electronically:
  - a. Voting may be by a virtual show of hands. This can be accomplished by requesting that all Individual Members (Shooting and Non-Shooting), with video on, visibly raise their hands.
  - b. Other modes of counting votes electronically may be used at the meeting chair's discretion; the exact mode may differ on certain electronic meeting platforms.

### 6.3 Electronic Voting on Resolutions passed in lieu of meetings

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

- B. The notification email of the ballot will show the date and time by which the ballot must be completed.
- C. The Ballot Officer must ensure that the online ballot is closed after the completion date and time.
- D. The results of the electronic ballot will be collated by the Ballot Officer, 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.

## 6.4 Ballot Results

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

## 7 MINUTES OF THE BOARD

Once the minutes of each Board meeting have been approved as a correct record, a summary of the minutes will be posted on the Archery NZ website.

## 8 MOTIONS AT GENERAL MEETINGS

The process for submitting a motion for a Special Resolution related to the Constitution or any other items of business is below.

### 8.1 Process for Submitting a Motion

- A. Members of Archery New Zealand must send their Notice of Motion to the Administration Assistant prior to the required minimum notice date of a General Meeting.
- B. The Board shall consider the submitted Notices of Motion and may refer them back to the submitting Member 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 Members (Affiliated Clubs and Individual Members (Shooting and Non-Shooting)) the prepared resolutions in the required timeframe before the General Meeting.
- D. Every recommendation related to the Constitution must state which section 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 Notice of Motion must be submitted.

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

The Board of Archery New Zealand may amend the Rules, Regulations, and Policies of the Association, such as these Administration Rules.

## 8.3 Effective Date

All Rule changes will be effective immediately unless otherwise specified. Constitutional changes become effective following approval at a General Meeting.

## 8.4 Information to Members

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

# 9 PATRON

## 9.1 Purpose of Patron

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

## 9.2 Term of Patron

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

- A. 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.
- B. The Patron dies.
- C. 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.
- D. Archery NZ Inc, as an incorporated society, is liquidated or dissolved.
- E. Prior to the Annual General Meeting:

## 9.3 Election of Patron

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

# 10 AWARDS

Awards may be presented by the Board to members on behalf of the organisation.

- A. Awards are presented annually at a time of year to be determined by the Board.
- B. Nominees and nominators must be members of Archery New Zealand; this includes all individual members and Affiliated Clubs.
- C. Nominations will be open for at least 35 days.
- D. Advertisement of the award nominations process to members will be done by the Administration Assistant at the relevant time during each year.
- E. The Board will review nominations and select the award recipients, with support from subcommittees where appropriate.

## 10.1 Service Awards

A Service Award may be presented by the Board to member(s) who have given meritorious service to the sport. This is limited to three awards per year. The award will take the form of a framed certificate.

## 10.2 Coach of the Year Award

A Coach of the Year Award may be presented by the Board to members who have made significant contributions to archery clubs and/or athletes as a coach during a membership year (October to September). This is limited to one award per year. Nominees must hold a current Archery NZ coaching certification (Foundation, Development, Performance, or High Performance).

# 11 NEW ZEALAND REPRESENTATION

## 11.1 Eligibility

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

- A. be an Individual Member - Shooting (competitors/officials) or Non-shooting (officials) of Archery New Zealand; and
- B. be the holder of, or eligible to hold, a current New Zealand passport; or
- C. 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).

D. meet the criteria of the Archery NZ Selection Policy.

## 11.2 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.

### 11.2.1 Uniform – ‘lower half’

The ‘lower half’ of the NZ representative uniform will be of a good ‘dress’ standard suitable for international representation, fully compliant with World Archery Dress Regulations (see WA Rulebook Chapters 20 and 31). The lower half of the uniform must be black.

### 11.2.2 Uniform – undergarments

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

### 11.2.3 Compliance

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

## 12 VERSION HISTORY

Version	Date amended	Notes
1.0	1 Oct 2022	New Administration Rules version replaced en-bloc
2.0	26 Sep 2023	Patron: Removed fixed term of office Representative Uniform: Updated rules - description and monitoring Postal Ballot: Removal of deleted section Formatting: minor changes
3.0	15 Dec 2024	Membership: Addition of half-yearly membership Privacy Training: All volunteers to complete training Selection Panel: Changes to Convenor Selection Formatting: changes to numbering and spelling
3.1	26 Aug 2025	Formatting changes only, to align with templates used for Shooting Rules and Competition Rules documents

Version	Date amended	Notes
3.2	24 Mar 2026	Revision of the rules to remove items that are now covered by the Constitution adopted earlier this year. Clarification of wording related to the lower half of the Representative Uniform. Clarification of the Awards descriptions and criteria. Approved at April 2026 Board meeting.
3.3	29 Apr 2026	Clarification of the nomination process for Service Awards. Approved at May 2026 Board meeting.