

## **ST SEBASTIAN ARCHERS 'KEY HOLDER' POLICY**

1. It should have been explained to you on your beginner's course that the 'key or combination' is only issued to members when that member has been deemed to have reached the required levels to be a 'key holder'. Length of membership is not a criterion for becoming a 'key holder', some people have been members for quite a few years and are not 'key holders'
2. The idea of having 'key holders' is primarily so that the club has more people who are available to allow non key holders to shoot on club nights without relying on the same people all the time.
3. Currently, Club Shooting Days are Monday and Friday evenings (during summer months), Tuesday and Thursday mornings and most Saturday and Sunday afternoons, if you are a 'key holder' you are expected to be able to attend for some of these times and provide access to those members who are not 'key holders'. There are times when you could be the only 'key holder' in attendance or first key holder to arrive at the field and would be expected to take charge, run the field and be able to help out and give guidance to the less advanced members (Field Captain). In addition, keyholders shall be AGB DBS checked and also when designated as Field Captain, shall ensure that a working mobile phone is available at the field in case of emergency.
4. The last key holder leaving the field at the end of shooting should ensure that the toilets are locked and that all three toilet keys are in the club lockbox.
5. The advantage of being a 'key holder' is that you can turn up on a Club Shooting Day before the majority of other people and/or you can stay after the majority have left. There are a few members who do shoot on days which are not classed as Club Shooting Days but they mainly do that because they are the people who spend time helping out on have-a-goes or helping other members on Club Shooting Days and they are the people who are also competing in competition so need to keep their standard of shooting up by shooting the longer distance which isn't always possible on Club Shooting Days.
6. If you express a wish to be a 'key holder', then you will be assessed on a date agreed between the assessors and yourself, on your capability to lay out a field for shooting, and your ability to take charge of the session, by a minimum of 2 of the club's assessors. The assessors in this case being the clubs qualified coaches (Paul Briggs, Geoff Torr and Sue Keen), and other senior key holder archers.
7. To qualify to be a key holder, there is no minimum length of membership required, but you will be expected to turn up and shoot as much as possible. You will be expected to assist in laying out the field for shooting. Once you have completed (and been witnessed) 12 field layouts you may request an assessment.
8. The assessors will observe you, and may ask questions, on the following areas:
  - your shooting ability;
  - safety awareness;
  - field layout
  - ability to solve equipment problems
  - Knowledge of the rules of the Club.
9. If you are deemed to have the necessary ability you will be issued with a key on receipt of a payment to cover the cost of key cutting. The current cost is £20, which is refundable if you return your key on leaving the club.
10. If however, you are not deemed to have acquired to the required skillset at that point, you should agree a development strategy with the assessors, and set a date for a second assessment. This should be a minimum of 3 months from the date of assessment to give you opportunity to carry out the development plan. The second assessment may be carried out by other members of the assessor team, however, if you fail the second assessment, then the assessors may suggest that you concentrate on your own shooting and abilities for at least a 12-month period before being assessed again.
11. It is appreciated that you may have problems attending Club Shooting Days but you cannot become a 'key holder' just for that reason and the Club assessors are all in agreement on this point.
12. Please also remember that a junior member will not be supplied with the key or combination until they reach 18 and are assessed to be suitable to be a 'key holder'.